

Coronavirus Policy

Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Health-Medicines 3.42, 3.44, 3.45, 3.46

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. 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.

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 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.

Systems of Controls: Prevention Summary

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting
- 2) Ensure face coverings are used, in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach:
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces
- 6) Consider how to minimise contact across the setting and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

System of controls - Response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) in the setting community
- 12) Contain any outbreak by following PHE local health protection team advice

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Children, staff and other adults must not come into the nursery if:

- They have one or more coronavirus (COVID-19) symptoms
- A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- They are required to quarantine having recently visited countries outside the Common Travel Area
- They have had a positive test

They must not attend with immediate effect and for at least 10 days from the day after:

- the start of their symptoms
- the test date, if they did not have any symptoms but had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

If anyone in the nursery develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will:

- Send them home to begin isolation. The isolation period includes the day the symptoms started and the next 10 full days
- Advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- Advise them to arrange to have a test to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10 day isolation period and book a test.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

If a child is awaiting collection:

- they should be moved to our resource room, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision
- a window should be opened for fresh air ventilation, if it is safe to do so
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.

Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or children who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) they have tested positive with an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a **close contact** of a positive case, you have a legal obligation to do so.

2. Ensure face coverings are used, in recommended circumstances

The Government is not recommending universal use of face coverings in early years settings because the 'system of controls' provides additional mitigating measures. Some people are unable or advised not to wear face coverings including children under the age of 11. PHE also advise that for health and safety reasons, face coverings should not be used in any circumstances for children under three years old. Misuse may inadvertently increase the risk of transmission, and there may also be negative effects on communication and children's development.

Adult use of face coverings

At Small World Nursery, we ask that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, dropping children off and collecting them from nursery when moving around in corridors and communal areas). Children in early years settings **do not** need to wear a face covering. Transparent face coverings may be used to assist communication with someone who relies on lip reading, clear sound or facial expression.

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

Safe wearing and removal of face coverings

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

The best way to prevent the Coronavirus from spreading is



Handwashing - All children and staff must wash their hands upon arrival at the nursery. Hands should be washed for around 20 seconds.

At nursery, we encourage the children to sing our 'Wash our hands' song

"Wash our hands, Wash our hands,
Front and back, Front and back
In between our fingers, in between our fingers
Don't forget our thumbs, don't forget our thumbs".



When should you wash your hands?

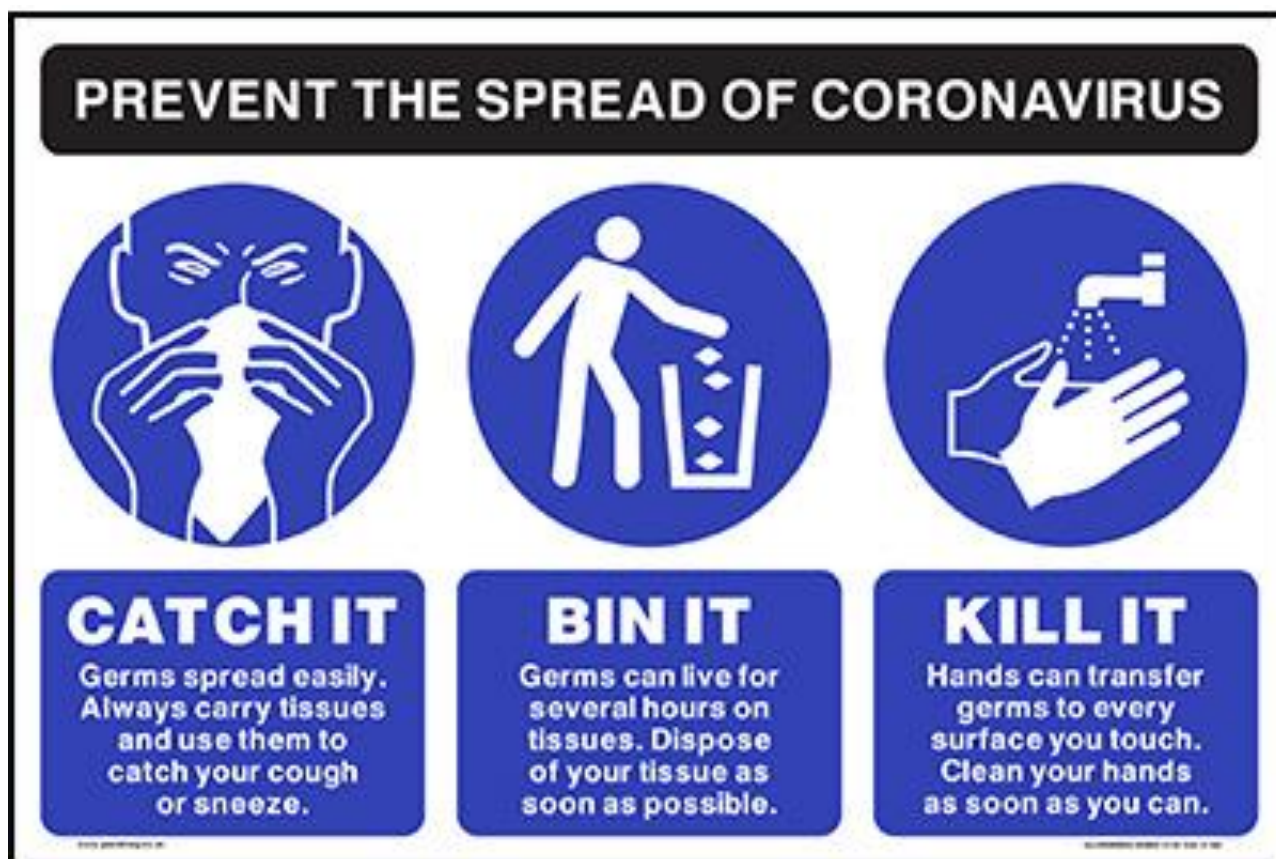
Hands will be washed on a regular basis but particularly around the following actions:

- after using the toilet or changing a nappy
- 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 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.

4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach:



5. Maintain enhanced cleaning, including cleaning frequently touched surfaces

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, money safe and 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 are cleaned and sanitised regularly
	Disposable gloves are worn for cleaning and disposed of immediately after cleaning.
	First clean hard surfaces with a disposable cloth and warm soapy water, then disinfect these surfaces with the cleaning products normally use.
	Hands are washed regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used whilst cleaning.
Cloths & Sponges	Disposable paper towels will be used where possible. If using reusable cloths, these will be washed at a minimum of 60 degrees C.

Cleaning of electronics	Electronics such as tablets, touch screens, keyboards and remote controls will be wiped regularly 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	Items will be washed according to the manufacturer's instructions. Reusable cloths will be washed at a minimum of 60 degrees Celsius after each use. Use the warmest appropriate water setting and dry items completely. Clean and disinfect hampers according to guidance above for surfaces. Items such as towels, flannels and bedding must not be shared by children
Waste Disposal	All waste will be disposed of in a hygienic and safe manner Tissues will be immediately disposed of
Disposal of potentially contaminated waste	Waste from possible cases and cleaning of areas where possible cases have been, will 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

6. Consider how to minimise contact across the setting and maintain social distancing wherever possible

Throughout the guidance it is recognised that children of this age 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, nappy changing and toileting have been organised to discourage the mixing of different groups of children.

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).

Early years settings can operate at normal group sizes but in order to reduce the mixing of children we have adopted the following practices:

- Staggered Drop off's /Collections
- Parents are asked to line up either side of the double doors in order to make social distancing possible
- The double doors are surrounded by a safety gate with two entrances to split the age groups
- The Main Hall has been split into four separate sections for different groups of children
- Toilets/Changing Areas are allocated to one particular group of children

Children's Play & Learning

Our rooms have been modified in order to make them usable by individual 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.

Use of Ball Pool & Hall

- For the immediate future, the nursery will be the sole users of these spaces however in order to support our small bubbles / clusters these must be used by the same groups.
- For the time being, the ball pool will be used by the baby room only and the hall will be divided into zones to be used by individual groups

Attending more than one setting

There may be situations where a child needs to attend more than one setting, for example, children attending a childminder before nursery opens so that their parent or carer may go to work. We would like to encourage all of our Parents and carers to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. Where a child routinely attends more than one setting on a part time basis, we encourage parents and carers to work through the 'system of controls' collaboratively to address any risks identified and allow us to jointly deliver appropriate care for the child/ren.

Shared staff spaces

Shared spaces (such as the staff room) have been planned out in order to help staff to distance from each other. Face shields must be worn in shared spaces unless eating or drinking. Additional sanitising stations have been provided outside shared spaces.

7. Keep occupied spaces well ventilated

Good ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.

When the nursery is in operation, it is important to ensure it is well ventilated and a comfortable teaching and learning environment is maintained.

This can be achieved by a variety of measures including:

- natural ventilation – opening windows where safe to do so (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). *The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus (COVID-19) outbreak and CIBSE coronavirus (COVID-19) advice provides more information.*

To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider:

- opening high level windows in colder weather in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied
- providing flexibility to allow additional, suitable indoor clothing
- rearranging furniture where possible to avoid direct draughts

Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

Most staff in settings will not require PPE beyond what they would normally need for their work. If a child already has routine intimate care needs that involve the use of PPE, the same PPE will continue to be used.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when a child becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained

When working with children who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only PPE that would be routinely worn, should be worn.

Supplies

The nursery ensured an adequate supply of essential supplies and has contingency plans in place to minimise the impact of any shortages of supplies. The nursery will not be able to operate without the 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.

9. Promote and engage in asymptomatic testing, where available

Rapid testing remains a vital part of the government's plan to suppress this virus. The use of rapid lateral flow antigen tests allows nurseries to identify asymptomatic cases that would otherwise go undetected.

The asymptomatic testing programme in education will be expanded to staff in all private, voluntary and independent nurseries, who will start to receive deliveries of lateral flow device (LFD) home testing kits to offer to all staff twice weekly testing. At present, nursery staff, are accessing testing through the local community testing programme.

System of controls - Response to any infection

10. Promote and engage with the NHS Test and Trace process

Staff members, parents and carers will need to:

- book a test if they or their child have symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- self-isolate immediately and not come to the setting if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their household, support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Booking a polymerase chain reaction (PCR) test

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.

Essential workers, which includes anyone involved in education or childcare have priority access to testing. All children can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

NHS COVID-19 app

The NHS COVID-19 app is available to anyone aged 16 and over to download if they choose.

11. Manage and report confirmed cases of coronavirus (COVID-19) in the setting community

Action to take on result of a test

If someone who has attended the nursery has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test then we ask parents, carers and staff to inform us immediately of the results of a test.

The nursery manager will report the positive case to the Department of Education and follow the advice given in informing other children/staff that have been in close contact and should be sent home to self-isolate immediately or of the positive case. A record of children and staff in each group, and any close contact that takes places between children and staff in different groups.

When an individual has been identified as a 'Close contact' of the person who has tested positive, then that individual will be advised to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. 'Close contact' means:

- anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms or unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow *Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection*. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform the nursery **immediately**, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days.

Report a confirmed case or closure of a setting

If the nursery has a confirmed case of Coronavirus then they will contact the Department of Education who will file a report with Public Health England.

Once the case has been reported to the Department of Education, the case will also be reported to the Local Authority and a report will be filed with Ofsted as per recommended guidance.

Public Health England

The PHE local health protection team may also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended our nursery - as identified by NHS Test and Trace.

Admitting children and staff back to the nursery

The child or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, they are advised to stay at home and seek medical advice.

In the vast majority of cases, the nursery and parents and carers will be in agreement that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending the nursery the decision may be taken by the nursery to refuse the child as it is necessary to protect children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in the light of all the circumstances and current public health advice.

12. Contain any outbreak by following PHE local health protection team advice

If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, then we may have an outbreak. If this is the case then the nursery manager will call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure. This could be the whole site or a group. As we are implementing the 'system of controls', addressing any issues we have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. We will not close except on the advice of health protection teams.

Other safety in setting controls

Visitors to the setting

Wherever possible, the nursery will avoid visitors entering their premises.

Attendance to the nursery is restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual nursery operational hours where possible. Visitors are asked to complete an online health declaration form and provide contact details to support NHS Test and Trace if required.

External professionals

In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, the nursery will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they will:

- follow guidance relevant to the setting
- keep the number of attendances to a minimum
- be informed about the 'system of controls'

New admissions

Whilst the country is in lockdown Small World nursery has made the decision that we will not be showing new parents around in person. As an alternative, a virtual tour has been recorded and can be viewed on our facebook page 'Small World Nursery' or via our dedicated youtube channel, please visit <https://youtu.be/QslagpLIXJA>.

If and when we return to the tier system, then visits for prospective parents will only be carried out at 5.30pm in the evening when the majority of children have left for the day or have left the nursery floor to be collected from the main hall. Parents and carers will be asked to wear a face mask, sanitise

their hands on entry and maintain a two mtrs distance from the member of staff that is showing them around.

Prior to a visit, the nursery will ensure that parents and carers are aware:

- Of the 'system of controls'
- How this impacts them and their responsibilities during their visit
- How to maintain social distancing from staff, other visitors, and children other than those in their care

This is done by asking parents/carers to complete the online visitor declaration form before they come to the nursery.

Parents settling children

Parents and carers are able to enter the building to help their children adapt to their new environment to facilitate this. We are currently offering our stay and play sessions in our main hall.

Parents and carers are asked to wear face coverings, in line with arrangements for staff and other visitors to the setting. Our stay and play sessions are a maximum of one hour long in order to comply with the updated guidance. Parents are made aware of our 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting the nursery with their child through the nursery sharing the COVID policies, procedures and risk assessment with them and asking them to complete a 'Starting Nursery' form.

Toys from home

Children are not permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival. All resources required for play and learning experiences of children are regularly washed and/or sanitised.

Malleable materials (messy play)

The nursery has carried out a risk assessment for activities that involve malleable materials for messy play such as sand, mud and water, as part of our regular curriculum planning. Our risk assessment outlines that:

- the materials can be handled by a consistent group of children and that no one else outside this group can come into contact with it
- the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.

The nursery will follow the 'system of controls' and ensure that:

- children wash their hands thoroughly before and after messy play
- frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group

Side effects of children taking a routine vaccination or teething

Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected. Further information is available in *What to expect after vaccinations and vaccination tips for parents*.

Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething.

Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.

If coronavirus (COVID-19) is suspected the child should start isolating and get tested. The nursery will follow the advice in the 'system of controls'.

Children's attendance

Absence of vulnerable children

Vulnerable children include those who have a social worker, an education, health and care (EHC) plan or who may be vulnerable for another reason at local discretion ("otherwise vulnerable").

The nursery is advised to strongly encourage parents and carers of vulnerable children for their child to attend the setting. In particular, children with a social worker are expected to attend provision (subject to public health advice), given their safeguarding and welfare needs.

We will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for their child's absence and discuss their concerns
- focus the discussions on the welfare of the child or young person and ensuring that the child is able to access appropriate support while they are at home
- keep the situation under review and be informed by any changes to the child's welfare
- have in place procedures to maintain contact
- make sure the parents and carers know that they can revisit their decision not to attend at any point in time.

If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children with the local authority.

Children self-isolating or shielding

A small number of children will still be unable to attend early years settings in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

Clinically extremely vulnerable (CEV) individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed CEV or the shielding patient list (SPL).

There is growing evidence that many children identified at the start of the pandemic as CEV are not at increased risk of serious outcomes from COVID-19 and children are gradually being removed from the SPL as appropriate, following review with a clinician. The advice for children who have been confirmed as CEV is to shield and stay at home as much as possible until further notice. They are advised not to attend settings while shielding advice applies nationally.

Children who live with someone who is CEV, but who are not CEV themselves, can still attend the setting and should ensure they maintain good prevention practice in the nursery and home setting.

Vulnerable children

Where a vulnerable child is self-isolating or shielding, the nursery will:

- notify their social worker (if they have one)
- agree with the social worker the best way to maintain contact and offer support

Parents or carers who are anxious about their child attending the setting

We recognise that we may have some parents and carers that may be reluctant or concerned about their child attending the nursery.

This may include children who have themselves been shielding previously but have been advised they no longer need to shield, children living in a household where someone is clinically vulnerable or

are CEV or parents and carers are concerned about the possible increased risks from coronavirus (COVID-19).

Nursery will discuss any concerns that parents/carers have and explain the measures that we have put into place to reduce the risks but ultimately it is down to the individual parent about whether they choose to send their child/ren to the nursery. We will discuss with individual families the procedures for holding their child's place open and the potential costs involved in order for them to be able to make an informed decision.

Action to take when the nursery is closed and unable to provide a service

If the nursery needs to close a bubble/whole nursery due to self-isolation or positive cases then we will not charge parents/carers for a service that we can't provide.

In the event the nursery needs to close, we will work with the local authority to identify alternative provision for children who need places. Parents and carers can also approach local authority if the nursery is not open. If a child moves setting, important information should be provided by the parent or carer to the new setting on day one, including emergency contact details, dietary requirements and medical needs to safeguard the health, safety and welfare of the child.

If the nursery is closed and unable to accept vulnerable children, then we will notify the local authority (and the social worker, where relevant) that there are vulnerable children who need alternative provision. The nursery will work with the families of vulnerable children and the local authority (and social workers, where relevant) to support this.

If a vulnerable child moves to a different early years setting because the nursery is closed:

- then we will do whatever we can to provide the receiving setting with any relevant welfare and child protection information
- the receiving setting will be made aware of the reason the child is vulnerable and any arrangements in place to support them - as a minimum, the receiving setting will, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan, and know who the child's social worker is (and, for looked-after children, know who the responsible virtual setting head is)
- the transfer of necessary information will ideally happen before a child arrives at the new setting and, where that is not possible, as soon as reasonably practicable - any exchanges of information will ideally happen between the designated safeguarding leads (or deputies), and between special educational needs co-ordinators (SENCOs) or named individual with oversight of special educational needs provision for children with EHC plans

While providers must continue to have appropriate regard to data protection and the General Data Protection Regulation (GDPR), this does not prevent the sharing of information for the purposes of keeping children safe.

Staying in touch with parents or carers whose child is at home

All children should be able to attend as normal, with the exception of those children who may still have to shield.

If a parents/carer has decided to keep their child/ren at home then we will endeavour to keep in touch with them on a regular basis for the duration of their child/ren's absence.

We will direct parents/carers to the following websites for ideas about supporting their child's learning at home:

- our facebook page/group
- the Hungry Little Minds campaign
- BBC's Tiny Happy People - <https://www.bbc.co.uk/tiny-happy-people>

- BBC's Tiny Happy People - Wellbeing for parents and early years children a collection of films and articles offering inspirations, reassurance and ideas to look after your family's wellbeing <https://www.bbc.co.uk/tiny-happy-people/parent-wellbeing>
- National Literacy Trust's Family Zone
- Maths@Home - Developing young children's maths abilities through everyday play University College London (UCL) https://www.savethechildren.org.uk/content/dam/coronahub/maths_at_home.pdf
- Save the Children -. <https://www.savethechildren.org.uk/what-we-do/coronavirus-information-advice/resources-parents-kids>

We will work with local authorities to monitor the welfare of **all** children whilst they are absent from nursery but particularly those classed as vulnerable children.

Prioritising early years places

If there is a need to prioritise places (for example, we are unable to operate at full capacity), we will give priority to:

- vulnerable children and children of critical workers
- then 3- and 4-year-olds, in particular those who will be transitioning to reception
- followed by younger age groups

Additional Considerations for operating the nursery

Outdoor trips

Outings from the nursery into the local community will resume with renewed parents' permission. Our outings will be to open spaces only such as the local parks and the canal but at this present time 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. Our risk assessments have been updated taking into account the need for small groups and staying two metres apart from other people wherever possible.

At present we will not be taking the children on PUBLIC TRANSPORT as part of their outdoors experiences.

Arrangements for providing meals

As much as possible, our children will eat at the same time, in their own Bubbles / Rooms. 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.

Charging parents and carers if their child is unable to take up their place

- If we are open and able to provide a service then normal fees apply.
- If a parent/carer chooses not to send their child then a notice period is due of four weeks.
- Self-Isolation or nursery closed due to a positive case – No charge

Safeguarding and Welfare

Children may be experiencing a variety of emotions in response to coronavirus (COVID19), such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges. Attending the nursery allows social interaction with other children and staff, which benefits children's wellbeing.

The safeguarding and welfare requirements in the EYFS framework still apply, including requirements relating to child protection arrangements. It is a legal requirement that the nursery must continue to take all necessary steps to keep children safe during this period and have regard to the statutory guidance on working together to safeguard children.

The nursery will provide more focused support where issues are identified that individual children may need help with, drawing on external support where necessary and possible. The nursery will also consider support needs of particular groups they are already aware of needing additional help (for example, children in need), and any groups they identify as newly vulnerable. To support this, the nursery is able to access the free resource MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.

Where there is a concern that a child is in need or suffering or likely to suffer from harm, the nursery (generally led by the designated safeguarding lead or deputy) will follow their child protection policy and consider any referral to statutory services (and the police) as appropriate.

Reviewing and updating child protection policies

The nursery will continue to review their child protection arrangements as a result of coronavirus (COVID-19). If and when changes and updates are applicable then all staff and volunteers will be made aware of the new policy and be kept up to date as it is revised.

Changes to the role of the safeguarding lead

It is a legal requirement that the nursery must continue to have a practitioner designated to take lead responsibility for safeguarding. Mel Whitley (Nursery Manager) is our Designated Safeguarding Lead supported by Kittie Methuen-Jones and Marianne Goddard in her absence.

Keeping children safe online

The nursery will continue to implement their Keeping children safe online policy by regularly checking apps, websites and search results before using them with children and supervising children when they have access to the internet. We will continue to promote online safety via our facebook page to raise awareness with parents and carers.

Further details can be found in *Safeguarding children and protecting professionals in early year's settings: online safety guidance for practitioners*. This advice is also relevant for parents and carers.

Supporting children's mental health and wellbeing

Staying at home for a prolonged period and the change of routine may cause difficulties for some children, such as changes in behaviour or mood.

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

When children have been off for significant periods, their keyperson will be focusing on the Personal, Social & Emotional Aspect of the Early Years Foundation Stage in order to rebuild those safe & secure relationships and their confidence within the nursery environment.

Supporting children with SEND after time out of the nursery

Particular care is needed when supporting children with Special Educational Needs (SEND) with a return to their nursery. Re-adjustment to the routines in the nursery may prove more challenging for some children with SEND than others, and consideration and planning will need to be given to ensure this is as smooth as possible.

The nursery will be alert to the fact that there may be children:

- with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19)
- who have fallen further behind their peers as a result of time out of the nursery setting, or missed diagnosis as a result of a period of absence.

The nursery will ensure that we have familiar staff in to support children with SEND at safe ratios and that they have a member of staff designated as a SENDco. At nursery we have two named SENDco's Marianne Goddard who supports our children over the age of 3 and Louise Wilkinson for those children under the age of 3.

Early Years Foundation Stage and reforms

Planning for and supporting children's learning

Where children are new to the setting, or re-joining after time away, our priority is given to helping them adapt to their new routines and resettle, especially where there have been staffing or other significant changes.

Each child's keyperson will be focusing on the Prime areas of the Early Years Foundation Stage in order to rebuild safe & secure relationships. These are:

- Personal, Social & Emotional Development their confidence within the nursery environment.
- Communication and Language
- Physical Development

We will use a variety of ways to support your child's development such as using stories, singing and games to help children settle into new everyday routines. We are aware of our children's ages and abilities to ensure that we are enabling children to learn in an age appropriate way about how they can keep themselves safe, including regular handwashing and using tissues.

A number of resources are available to support children in the early years such as:

- Professional association for children and early years (PACEY): supporting children in your setting
- Dr Dog explains coronavirus
- Our hand washing song
- Talking to children about COVID-19 (novel coronavirus)

Requirements for Paediatric First Aiders (PFA) being on site

Providers must legally ensure a member of staff with a full PFA certificate is on site at all times when children are present, as set out in the EYFS. At Small World Nursery, all of our practitioners that work directly with the children are qualified in Paediatric First Aid.

Renewing paediatric first aid (PFA) certificates

If PFA certificate re-qualification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related Government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates which expired on or after 1 October 2020 and includes paediatric first aiders in provision registered on the General Childcare Register and all early years provision.

At Small World Nursery, all of the staff that work directly with the children have an up to date paediatric first aid certificate.

Varying staff to child ratios and qualifications

Paragraph 3.30 of the EYFS states 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.'

The government consider the extent of coronavirus (COVID-19) to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. Early years settings and schools, however, remain responsible for ensuring the safety and security of children in their care.

Amendments made to regulations allow in certain circumstances for further exceptions to be made to the qualification level that staff hold in order to be counted in the ratio requirements.

Advice on separate baby room requirements for children under the age of 2 years

The EYFS requirement to have a separate baby room is a safety issue for the protection of very young children particularly when they are asleep. Paragraph 3.59 of the statutory framework for the EYFS already allows for the mixing of children when this is appropriate.

Small World Nursery has a dedicated room for children under 2 years old.

Taking on new staff (including volunteers) even if a Disclosure and Barring Service (DBS) check has not been completed

The requirements set out at paragraph 3.11 of the EYFS remain in place.

The nursery must obtain criminal records checks for new members of staff including volunteers. If an application has been made but the DBS disclosure has not arrived new staff and volunteers can still care for children provided they are supervised by someone who has a DBS check. Under no circumstances can an unchecked member of staff be left alone with children.

Where new staff are recruited, or new volunteers enter the nursery, they should continue to be provided with a safeguarding induction.

Enhanced DBS checks for staff moving temporarily to another early years setting

Where members of the early years and childcare workforce are already engaging in regulated activity and already have the appropriate DBS check:

- there is no expectation that a new DBS check should be obtained for them to temporarily move to another setting to support the care of children
- the onus remains on the receiving setting to satisfy themselves that someone in their setting has had the required checks - this requirement can be satisfied by seeking assurance from the current employer rather than requiring new checks

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

This policy was adopted by	Small World Nursery
On	1 st March 2021
Date to be reviewed	Ongoing
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)

Duties of Parents & Carers

- Up to Date Contact Information- Please ensure that you update your contact details should they change.
- 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 nursery but following government guidance we will not be taking children's temperatures on arrival.
- 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 nursery 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 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.

You will have heard 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. When the nursery first opened we had a maximum of 15 children in a bubble/cluster however from 20th July these bubbles can return to our normal size groups.

Although the number of children will increase, particularly from September, the Bubbles / Clusters will kept as separate as possible. Your child will be part of their little room and that will remain the same, with the same key workers as much as possible.

The nursery has been moved around a little in order to create more space that can be used by the children. The dining room has now become another room for the children to use and the children are now eating in their own rooms to prevent the mixing of children. Unfortunately we have lost our family room as this has now become an extension of the kitchen housing the fridges and freezers.

STAGGERED SESSION TIMES

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.

Session times	Rockets (2-3 yr olds) & Comets (3-4 yr olds)		Stars (under 2's) & Galaxies (3-4 year olds)	
	Drop Off	Collection	Drop Off	Collection
8am-6pm	8-8.15am	5.45-6pm	8-8.15am	5.45-6pm
9am-4pm	8.45-9am	3.45-4pm	9am-9.15am	4-4.15pm
8am-1pm	8-8.15am	12.45-1pm	8-8.15am	1pm-1.15pm
9am-1pm	8.45am-9am	12.45-1pm	9am-9.15am	1pm-1.15pm
1pm-6pm	12.45-1pm	5.45-6pm	1pm-1.15pm	5.45-6pm
1pm-4pm	12.45-1pm	3.45-4pm	1pm-1.15pm	4pm-4.15pm

Drop Off's

The entrance to the nursery will now 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 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 nursery 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.

Drop off's will now be from the main hall supported by a keyperson from your child's cluster group. 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 nursery.	You will be directed to a sanitising station to apply alcohol gel to your child's hands.
	If you are bringing a pushchair that can't be taken with you then at present it can be left up in the main hall for when you collect your child/ren after their session.
	Please ensure your child's coat, bag and lunchbox if applicable is labelled with their name. There will be a place to put 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 child's keyperson will support all 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.

What to do if your child is unwell

Your child needs to be well to attend the nursery. Please DO NOT give them medication to mask their symptoms and bring them to nursery.

If your child becomes unwell whilst at nursery and we contact you, please collect your child promptly in order to reduce the risk to others.

If your child is showing symptoms in line with Coronavirus such as;

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

You should arrange a Coronavirus test

Book a visit to a test site to have the test today. Or order a home test kit if you cannot get to a test site. <https://www.gov.uk/get-coronavirus-test>

Please inform the nursery immediately of the results of the test:

- if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- if someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection and must continue to self-isolate for at least 10 days from the onset of their symptoms.

Coronavirus	10 days from the onset of symptoms.	After 10 days: If you do not have a high temperature, you can stop self-isolating.
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		<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 10 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> <p>If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p>
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Engage with the NHS Test and Trace process.

Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

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: 1st March 2021

Date of Review: Ongoing

Signed by Assessor: Melanie Whitley

Who is at risk?	Likelihood	Chance	Severity	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%	1 Minor Injuries	The event may occur only in exceptional circumstances.
	2 Moderate	41%-60%	2 Requires medical attention	The event may occur at some point.
	3 Likely to happen	61%-100%	3 Permanent or life changing	The event will occur in most circumstances.

Policy/Practice Change	Child	Parent	Staff Member
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Hazard:	Risk Rating			New Risk Rating following control measures
Potential for spread of COVID-19 between persons at nursery	Severity 3	Likelihood 3	Total 9	3

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

Considerations	Control Measures	Additional Control Measures
<p>Raising Awareness of COVID 19 around the building</p>	<p>Posters/Signage have been put outside and around the building to:</p> <ul style="list-style-type: none"> • to emphasise the 2 mtrs social distancing • 2 mtrs social distancing tape has been put around the building • highlight the symptoms of COVID 19 • Catch it, kill it, bin it posters to promote good respiratory hygiene • importance and process of good handwashing • Process of good handwashing been added to all the children's bathrooms • Sanitising stations added to each floor • Posters to promote mask wearing <p>A-frame has been created highlighting COVID to parents and is displayed at the drop off point</p>	
<p>System of Controls</p>		
<p>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the nursery</p>	<p>Children shouldn't attend the nursery setting if displaying symptoms of Coronavirus.</p> <p>Any child who has taken any form of paracetamol or ibuprofen will not be allowed into the nursery for 48hours after symptoms have ended.</p> <p>Any child who displays signs of a cold will not be allowed in the nursery until 48hours after symptoms have ended or a negative test result.</p> <p>If a child starts displaying symptoms whilst at nursery:</p> <ul style="list-style-type: none"> • Child awaiting collection should be moved to the resource room where they can be isolated behind a closed door. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. • The window will be opened to provide good ventilation. <p>If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	

	<p>Child should isolate as per current government guidelines (currently 10 days). Their fellow household members should self-isolate for 14 days.</p> <p>Parents/ carers should ensure that they are symptom free before coming to the nursery to drop their child/ren off</p> <p>Staff should ensure that they are symptom free before coming to the nursery to work</p> <p>Staff should carry out 2 lateral flow tests per wk in order to ensure they are not asymptomatic</p>	
<p>2) Ensure face coverings are used in recommended circumstances</p>	<p>Parents are asked to wear a face mask that covers their nose and mouth (unless exempt) when they are dropping off and collecting their child from nursery.</p> <p>Staff should wear a clear visor when speaking with parents at handover and in shared spaces such as the corridor, toilets or staff room.</p>	
<p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual</p>	<p>Children are asked to sanitise hands on entry to the building.</p> <p>Good handwashing posters have been put in all of the bathrooms to show the process of good handwashing.</p> <p>Children are encouraged to sing our 'Good handwashing song' in order to ensure they wash their hands for minimum 20 seconds.</p> <p>Children are asked to wash their hands with soap on entry to the nursery.</p> <p>Children are asked to wash their hands on a regular basis throughout the day above the usual before eating and after toileting.</p> <p>Parents are asked to promote good handwashing techniques at home.</p> <p>Staff are asked to sanitise their hands on entry to the building</p>	

	<p>Sanitising stations have been set up around the building</p> <p>Staff have been provided with an apron which contains a handy sanitising bottle</p> <p>A poster showing good handwashing techniques is in the adult toilets.</p>	
<p>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, kill it, bin it' approach</p>	<p>Posters have been put around the building promoting good positive hygiene practices.</p> <p>Tissues available in the rooms and children encouraged to bin them and wash hands</p>	
<p>5) Maintain enhanced cleaning routines including cleaning frequently touched surfaces</p>	<p>Children's coats & bags- Children to bring a bag to be left at the nursery that can be sanitized on entry.</p> <p>Lunch Boxes to go onto the kitchen trolley so they can be sanitised on entry.</p> <p>Increased level of cleaning across the whole building</p> <p>Stair rails are cleaned minimum of twice per day following children's drop off's</p> <p>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</p> <p>Toy rota cleaning rotas produced for each room.</p> <p>Undertake regular cleaning. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks</p> <p>Cleaning of electronics - Avoid shared electronics if possible. Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</p> <p>Shared desks- Desks should be cleaned before and after use.</p>	
<p>6) Consider how to minimise contact across the setting and maintain social distancing wherever possible</p>	<p>Travel to nursery - Wherever possible staff and parents should travel to the nursery using their own transport. If taxi / public transport is necessary, current guidance on</p>	

the use of face masks on public transport must be followed.

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) – has children attending term time only, 9am-4pm

Main hall has been split into 4 spaces for different age groups of children. Rooms and children's toilets are allocated to particular age groups and do not mix.

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.

Handovers will be given via Eylog to reduce face to face time.

Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times.

Limit drop off and pick up to 1 adult per family and the timings have been staggered

Parents to drop and pick up the children in the main hall of the building. Parents are to demonstrate social distancing at all times. Staff will be available for each age group to ensure that children are greeted by a familiar adult.

	<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> <p>Social distancing must be maintained during breaks.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Staff meetings and training sessions should be conducted through virtual conferencing.</p>	
7) Keep occupied spaces well ventilated	Windows are opened to the maximum	
8) Ensure individuals wear appropriate personal protective equipment where necessary	<p>Parents are asked to wear a face mask that covers their nose and mouth (unless exempt) when they are dropping off and collecting their child from nursery.</p> <p>Staff should wear a clear visor when speaking with parents at handover and in shared spaces such as the corridor, toilets or staff room.</p> <p>PPE should be used for those children whose care routinely involves the use of PPE due to their intimate care needs. This includes disposable aprons and gloves.</p> <p>If a child becomes unwell with symptoms of coronavirus at nursery then the member of staff should wear a face mask and a visor, disposable gloves and an apron.</p>	
9) Promote and engage in asymptomatic testing, where available	Staff are asked to attend the community testing site twice per week in order to complete a lateral flow test.	

Other Safety in setting controls		
Visitors to the nursery	<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 nursery 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>	
New admissions	A virtual tour has been filmed and can be accessed via our facebook page or youtube channel.	

	<p>New family show rounds should initially be done virtually and then look to show parents around outside of nursery hours.</p> <p>Unannounced visitors not to be admitted</p> <p>Visitors by appointment only</p> <p>Visitors will be asked to complete an online Visitor declaration form that outlines our COVID expectations and to ensure they are symptom free when visiting. Contact details will be collected for the purposes of NHS Test & Trace.</p>	
Parents Settling children	<p>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</p> <p>Parents will be asked whether they are symptom free before being allowed to enter the building.</p> <p>Parents are asked to sanitise their hands on entry to the building.</p> <p>A face mask must be worn during the stay and play session.</p>	
Toys from home	<p>No toys, teddies or blankets (or similar) to be brought in from home unless this will cause the child distress. Items will be sanitised before allowing the children to play with them.</p>	
Malleable materials	<p>Malleable materials will not be shared across bubbles/rooms.</p> <p>Children will be asked to wash their hands before engaging in malleable play.</p>	
Children's attendance	<p>Children's attendance is monitored on a weekly basis</p>	
Vulnerable children	<p>If children are identified as vulnerable and are absent or self-isolating, the social worker or Inclusion worker will be informed.</p>	
Children shielding	<p>Shielding children are unable to attend the nursery at the moment. Risk assessments and updated Health care plans will be carried alongside other professional involved before children can re-join the nursery.</p>	

Staff Attendance	Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.	
Vulnerable staff	Individual risk assessments will be carried out for all staff members.	
Shielding staff	Shielding staff as identified by the NHS will not be able to work at this time.	
Staff wellbeing <ul style="list-style-type: none"> Risk of stress/anxiety Other mental health issues 	<ul style="list-style-type: none"> Manager has an open door policy for staff to share concerns Regular check in's with practitioners to see how they are Supervisions to allow staff to voice concerns and anxieties <p>Can ask for an occupational health referral for stress management</p>	

Additional Considerations for the nursery		
Travel to and from nursery	<p>All children, parents/carers and staff coming to the nursery should walk, cycle or use their own public transport if at all possible.</p> <p>If public transport, taxi or car sharing is essential then facemasks MUST be worn (unless you are the driver and that makes it unsafe). Windows should be opened to allow ventilation.</p>	
Outdoor trips	Our current outdoor risk assessment will be updated in line with the location of the trip prior to going Public transport will not be used at this time	
Early Years Foundation Stage		
Children's Wellbeing and education	<p>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> <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>	

<p>Paediatric first aid</p>	<p>The nursery will maintain suitable first aid and paediatric first aid cover.</p> <p>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.</p> <p>Cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields.</p> <p>All first aid equipment will always be accessible.</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> <p>All incidents must be recorded as per the nursery's normal arrangements. All staff working with the children are Paediatric first aid trained at the moment.</p> <p>All those staff have been asked to complete an online paediatric first aid course until the refresher course can be rebooked. This has now been booked and attended.</p>	
<p>Child: Staff ratios Lack of staffing/insufficient ratios</p>	<p>The nursery has a reserve list of staff to call on in the event of staff being unable to work</p> <p>Staff with childcare difficulties encouraged to make use of key worker provision in their child's own school/childcare setting</p>	

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.

Print Name:	
House Number & Postcode	
Telephone Number	
Signed:	
Date:	

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

The above information is collected just in case we are contacted by the Government's Track and Trace programme.



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			



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Record of a confirmed case of Covid 19

Details of confirmed case

Person with confirmed case	
Bubble affected	
Date symptoms began	
Date of test	
Dates attended setting (48 hours prior to symptoms/ test)	
Isolation period (10 days from symptoms or positive test)	
Date of return	
Children needing to isolate	
Staff needing to isolate	

Checklist for management

<u>Task</u>	<u>Who completed</u>
Identify trace contacts	
Inform trace contacts	
Letter to contacts	
Letter to all	
Letter to staff	
Check rotas and staffing for room – implement closure if needed or only open to keyworkers	
Phone DFE helpline 08000468684 option 1	
Phone LCC on 011630571136	
Email Ofsted	
Contact trustees	
Edit Parent Admin accounts for attendance, child log and refund if needed.	