



<b>Policy Name</b>	<b>Coronavirus (COVID-19) Policy</b>
<b>Date Issued</b>	<b>Updated 12<sup>th</sup> March 2021</b>
<b>Author/Owner</b>	<b>Hagbourne Pre-school</b>

## **Statement of Intent-**

This Policy sets out the measures and guidelines to be implemented at Hagbourne Pre-school in response to the COVID-19 virus. This policy applies to all employees, parents, children, childminders, and anyone else working on behalf of the Pre-school. It also applies to family members, visitors and delivery drivers visiting the Pre-school.

## **Aim-**

- To protect all employees and service users including parents and children from coming into contact with coronavirus (COVID-19).
- To maintain the required ratio of staff and to continue to provide welfare needs of the children in our care.
- To prevent the spread of coronavirus COVID-19.

## **Business Continuity**

It is vital that Hagbourne Pre-school continues to care for the children entrusted to our care. We will continue to do this while continuing to provide the necessary health and safety for the employees, children and visitors to our Pre-school. Any further updates will be e-mailed to all parents as required and can be found on our website and social media sites.

## **Monitoring**

The Pre-school is regularly monitoring information from the Government Department of Education, and guidance set out by Public Health England (PHE) to reduce the spread of coronavirus (COVID-19) and update and adapt our practices as necessary. The management team meet regularly then focus feedback to employees.

Parents and carers have a duty of care to communicate with Hagbourne Pre-school if any of their family or friends, who they are or have been in contact with, have contracted coronavirus (COVID-19) or made to self-isolate. Please call us on 07881 020752 or email [enquiries@hagbournepreschool.org](mailto:enquiries@hagbournepreschool.org) to do so.

## **Pre-school opening – Autumn term 2020.**

From September 2020 we will return to normal practice and will be open to all children without limiting group sizes (no “bubbles”). This follows Government guidelines as the prevalence of the virus has fallen and the NHS Test and Trace system is now up and running. Both halls will be used and the outdoor area in particular as much as possible to reduce the risk of spreading the virus.

The Pre-school will ensure hygiene and social distancing practises are in place and followed.

## **Emergency Closure policy**

In line with our current Emergency Closure Policy:-

- There is a possibility that Pre-school could close at short notice in the event of local Government lockdown being enforced.



- In the event of a child or member of staff at Pre-school being tested positive for Coronavirus (COVID-19) this could result in the closing of the Pre-school to allow everyone to self-isolate for 10 days, in line with Government guidance. The Local Health Protection Team will intervene and advise on this.
- Refunds will be issued for any sessions lost as a result of any emergency closure following advice from The Local Health Protection Team. Refunds will also be issued if the Pre-school is forced to close due to a lockdown.

## **Method.**

As early years providers we strive to offer high standards of practice of childcare and education. The principles to be outlined in this policy are set out to ensure recommended social distancing is maintained and that good hygiene practices are implemented as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states that the protective measures put in place for children, parents and staff reduce the risk of transmission. We will continue to follow all our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

## **Prevention**

- Individuals who are unwell or who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Pre-school.
- Children who develop a temperature of 37.8°C or above will be sent home and testing is required.
- Clean hands thoroughly for 20 seconds with soap and running water or using hand sanitiser more often than usual and support children in this.
- Maintaining personal and respiratory hygiene by handwashing and using the “catch it, kill it, bin it” approach.
- Cleaning frequently touched surfaces often, using standard products, such as detergents and bleach.
- To minimise the spread of the virus, use both halls, and in particular, the outdoor area.
- The use of Protective and Personal Equipment (PPE).

## **Response to any infection.**

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus (COVID-19) amongst the setting.
- Contain any outbreak by following local health protection team advice.
- Notify Ofsted.
- Inform Local Health Protection Team

## **Children Attendance**

- Only children who are symptom-free and people in their household or have completed the required isolation period or achieved a negative test result should attend the setting. All children and their household are eligible for testing if they display symptoms.
- Providers may consider taking temperatures of children and staff on arrival and will risk assess any children /staff who are returning after a period of isolation.
- Extremely vulnerable children should continue to follow any Government advice on Shielding.
- Families who attend at least two settings should choose only one to attend to minimise the risk of transmission between different settings.
- Should a child display Covid-19 symptoms 48hrs following a NEGATIVE result, retesting and isolation is required.



- Any staff or child that displays symptoms but does not participate in a test, will not be authorised to attend preschool for 10 days.

## **Social Distancing**

- Children will use both halls within the setting and the outdoor area will be used as much as possible. Staff will use their own judgement during the day to maintain high standards of safety for all children.
- Children should have the same staff caring for their personal needs wherever possible to limit the amount of people coming into contact with each other.
- Sunscreen should be applied by the parents/carers before the child arrives at the Pre-school. T shirts covering shoulders and leggings, or longer shorts would be preferable to minimise how much top up of sunscreen the Pre-school staff will need to apply.

## **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, coughing into an elbow, using a tissue and adopting a “catch it, kill it, bin it” approach.
- 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.
- EYFS framework will continue to be delivered through play and adult led activities.

## **Staff Attendance**

- Staff should only attend Pre-school if they or people in their household are symptom free and have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- Providers may consider taking the temperatures of staff on arrival and a risk assessment with a health questionnaire will be completed for staff returning from isolation.
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.
- Staff are now supplied with lateral flow device (LFD) test kits to self-swab twice a week. If staff receive a positive LFD result, they must self-isolate in line with the government guidelines and arrange a polymerase chain reaction (PCR) test to confirm the result.

## **Social distancing/safety**

- Staff will complete a risk assessment before opening to address any risks from the virus and ensure appropriate safe measures are in place to control risks.
- Staff to be informed of measures in place and to read and understand the Pre-school policies and procedures.
- Staff have been advised by the Government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care which includes wearing disposable gloves and an apron.
- If a member of staff is caring for a child who has developed symptoms of COVID-19 throughout the day they will be required to wear a face mask and visor whilst they look after the child who is isolated from the group waiting to be collected. This is because it would be difficult to maintain a 2 metre separation distance from a child displaying symptoms.
- If a child needs to use the bathroom whilst waiting to be collected, they should be taken to a separate one if possible, which should then be cleaned and disinfected using standard cleaning products before being used by anyone else.



- The staff member who was caring for the unwell child should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of following current Government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing coronavirus symptoms themselves. If the unwell child tests positive in that scenario the member of staff would need to arrange a test for themselves and self-isolate for 10 days should this test be Positive.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear a clean uniform for each session.
- Advise staff to remove their work clothes and take a shower immediately when they arrive home, to reduce any risk of transmitting the virus.

### **Training**

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members must receive appropriate instruction in infection control and the standard operating procedures and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

### **Parents: Social Distancing**

- Only parents who are symptom free will be able to drop off or collect their child.
- We will aim to stagger drop-offs and pick-up times to minimise social contact during the day and limit drop off and pick up to one parent per family.
- We will advise and ensure that parents follow the social distancing guidelines and ensure that queues are avoided for families waiting to enter Pre-school.
- Parents will be asked to line up on markers outside the Pre-school gate and called forward to drop-off or collect their child.
- When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area, sticking to Government social distancing policies.
- We will consider allowing a parent to enter the playground for the purpose of settling an upset child (e.g. new starters). If a child has become distressed and needs the parent to settle them, this should take place in the playground whilst maintaining a social distance to minimise contact between the parent and other children and staff members.

### **Communications**

- All parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should inform Pre-school of their circumstances and if they plan to keep their child away, this helps Pre-school to conform to our safeguarding policy.

### **Child protection and Safe-guarding policy**

In line with our current Child protection and Safe-guarding policy :-

- Staff and volunteers to identify and act immediately on any new safeguarding concerns regarding individual children as the COVID-19 outbreak may have caused significant mental health or wellbeing difficulties for some children and their families.



- To ensure relevant safeguarding and welfare information held on all children (including returning children) remains accurate and up to date.
- To continue to keep lines of communication open with vulnerable families and other practitioners involved in the event of a local lockdown, closure, or a self-isolation situation.

## **Visitors**

- Attendance to the setting should be restricted to only 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).
- Where essential visits are required these should be made outside of the usual Pre-school opening hours where possible.
- Social workers, speech therapists and other professionals should communicate virtually whenever possible. If they need to attend in person, social distancing must be maintained.
- As far as possible, parents and carers should not enter the premises unless there is an emergency.

## **Travel**

- Wherever possible staff and parents should travel to Pre-school alone, using their own transport or if possible, walk.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents are advised that they cannot leave any travel accessories including buggies, car seats, scooters in the setting premises or grounds.
- Any employees, children or family members who travel out of the UK must follow Government guidance for that country on their return, which may include self-isolation for 10 days.

## **Hygiene and Health & Safety**

### **Hand Washing**

- All children and staff must wash their hands for at least 20 seconds upon arrival at the Pre-school.
- Hand sanitiser will be available to use regularly.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, sneezing, touching their face, blowing their nose or coughing into their hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

### **Cleaning**

- To help ensure that coronavirus does not spread internally through the Pre-school, the following actions are being taken: frequently touched areas are appropriately cleaned several times a day, these include desks, laptops, door handles, switches, and telephones.
- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
- A deep clean may be needed after a child has become ill in the area they were waiting.

### **Waste disposal**

- All waste must be disposed of in a hygienic and safe manner following Government guidelines.



- Tissues etc that have been used by a child or staff member with suspected COVID-19 must be disposed of following the Government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag, lid and foot pedal. Bodily fluids must be double bagged and disposed of in a bin with a bag, lid and foot pedal.
- Tissue bins will be emptied regularly throughout the day.

## Laundry

- Staff will not be required to wear their uniform if it cannot be safely laundered before the next session.

## Risk assessment

- The setting will be risk assessed before opening to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that this could include, but not be limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials (playdough, clay).
- Limit the resources that we have out available for the children including any toys which have intricate pieces that would be hard to clean.
- Remove anything which cannot be easily wiped down or cleaned at the end of the day.
- Play food, play cutlery and crockery should be limited and closely supervised and regularly cleaned and remove anything which may be 'mouthed' by children. Food play and finger painting should be avoided.
- Water play should be restricted to the water tray where children can access this with their own utensil and container. Shared water play using the large trays is to be avoided.
- Removal of all soft-toys, cushions and dressing-up clothes.

## PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and apron if a 2-meter distance cannot be maintained at all times. PPE should be disposed of following Government guidelines

## Premises, Building

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks. (liaise with Village Hall committee).
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked doors/gates.

## Resources

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic. Any belongings that are brought in from home should remain in the child's bag.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly in between use.



## **Supplies Procurement & monitoring**

- The Pre-school should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies. (Anti-bacterial sprays, Gloves, hand sanitiser, hand soap, paper towels).
- The Pre-school 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 and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other Pre-school washing.

## **Responding to a suspected case**

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and advised to take a test and isolate at home in line with the current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- A member of staff will be responsible for the child during this time. The Pre-school will provide suitable PPE for the staff member caring for the child such as a face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned immediately, if the area cannot be cleaned immediately it should be left unvisited for 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current Government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the Pre-school, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.
- If any staff or child experience any of the following symptoms they will inform the Early-years manager, immediately self-isolate for at least 10 days. Anyone else in their household must also self-isolate for 10 days from when you first started displaying symptoms. Order a test immediately at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus), or by telephone via NHS 119 for those without access to internet. Contact 111 for advice if needed.

Symptoms include.

- A new continuous cough
  - A high temperature
  - Shortness of breath
  - Loss of sense of smell or taste.
- These symptoms are similar to a cold or flu.
- All children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than necessary, if the test proves to be negative, and feel well and no longer have symptoms similar to coronavirus COVID-19 they can stop self-isolating. Other members of their household can also stop self-isolating. A positive test will ensure rapid action can be taken to protect other children and staff at Hagbourne Pre-school.



- We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and to notify us immediately of a positive test. Parents can access a test for under 5's by contacting [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus), or by telephone via NHS 119 for those without access to internet. Contact 111 for advice if needed.

### **Responding to a positive case.**

- In the event of someone testing positive for COVID-19 within the Pre-school, your information may be passed on to the NHS for the purposes of the Test & Trace scheme.
- They must stay at home and continue to self-isolate for at least 10 days from the onset of their symptoms and only return when all symptoms have gone, including a temperature (except cough, or loss of sense of smell or taste as these symptoms can last for several weeks once the infection has gone).
- Other members of their household should continue self-isolating for the full 10 days.

### **Managing confirmed cases of COVID-19 in the setting**

Settings should contact the local Health Protection Team if they have confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected and will advise if additional action is required.

This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attends the setting as Identified by NHS Test and Trace.

Any confirmed cases of coronavirus (COVID-19) or if the setting is advised to close as a result Ofsted must be contacted.

Our local team is Thames Valley HPT (South East).

Public Health England  
Chilton  
Oxon.  
OX11 0RQ  
0344 225 3861 (Option 1 to 4 depending on area)

Out of Hours advice: 0844 967 0083

**Updated: 12<sup>th</sup> March 2021**

**Signed:** *D McCann*

**Print Name: Dominique McCann (Chairperson)**