



Coronavirus (Covid-19) Policy

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Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	03/07/2020
0.2	Corrections and changes due to guidance and with new head of St Peter's Primary.	Sarah Allen	15/07/2020
0.3	Checked and Approved by Chairperson.	Nicola Johns	18/07/2020
0.4	Addition of first aid forms	Sarah Allen	18/08/2020
0.5	Updated logo and amended formatting	Claire Saunders	23/08/2020

Coronavirus (Covid-19) Policy

At Hixon Preschool we take health and safety very seriously. In light of the current outbreak of the coronavirus we have put together some information, all of which is based on Public Health England advice/Government guidelines and will be reviewed regularly as and when circumstances change.

Preparing the premises and plan for reopening

- A Health and safety check of the building has been carried out. Rooms and equipment have been rearranged or put into storage to cover guidance.
- Risk assessments have been carried out by all staff and acted on. Please read these.
- Fire alarm procedures will be practised following social distancing rules.
- Purchasing PPE equipment, masks and shields for staff as well as hazard tape and antibacterial/viral cleaning products.
- Staff availability looked at.

Implementation of practical measures to reduce risk

Unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff. Therefore we must set out the following protective measures guidance:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the setting. Parents are advised to keep children with any symptoms at home.
- Clean hands thoroughly and more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it,' approach.
- Introduce enhanced cleaning, including cleaning frequently touched surfaces.
- Where necessary wear appropriate PPE.
- Staff who are symptomatic do not attend work.
- Minimising contact and mixing.

Cleaning and hygiene

Once children are back in the setting, all frequently touched surfaces, equipment, door handles, and toilets, used during the day, will need to be cleaned thoroughly several times a day.

Staff will wear disposable gloves and wipeable aprons for cleaning.

In order to facilitate cleaning, we have to remove certain items from learning environments and store them in our second room/ storage cupboards. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. We will also be removing soft furnishings, for example seats, sofas, cushions and rugs.



See Risk assessments for cleaning of specific toys and equipment/furniture.
All items brought into Preschool including food for snacks will need to be wiped and washed.

Parents are encouraged to follow normal personal hygiene with their children and the washing of clothes following each Preschool session. No uniform is to be worn.

Enhanced cleaning

Surfaces that children and staff are touching, such as toys, books, doors, sinks, toilets, light switches, are cleaned during and after each session.

All items such as cloths and Tea towels will have to be laundered within the setting. Those that are unable to be washed this way will be removed e.g. Dressing up, soft toys and furnishings.

We adhere to clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings.

Items from home should only be in preschool if absolutely essential (nappy bags) and, where this is the case, items should be appropriately cleaned on arrival. No toys or show and tell items from home will be allowed in the setting.

Space management

We would only have access to the main room and our outdoor area. The other room would be needed for storage and the school site would not be able to be accessed at this time.

Minimising contact

The guidelines state that from 20th July early years settings will not be required to arrange children and staff in small consistent groups. Removing the groups approach is based on the fact that the overall risk to children and young people from coronavirus is low. It recognises that early years settings are typically much smaller than schools. Adopting the control measures set out in this policy and the risk assessments will ensure there are appropriate safeguards for children as well as staff to reduce the chance of transmission.

Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.

No visitors will be allowed access unless on a professional basis i.e. Ofsted.



Snack Times and Lunchtimes

Children would be separated onto 3 tables for snack time and lunch time, distancing as much as possible.

Preschool will provide the snack and a drink individually to avoid touching of others food and drinks.

Parents should provide their children's lunch in **disposable packaging** eg. an outer **named** paper bag with food wrapped inside and disposable drink e.g. cardboard carton, so no items are returned home at the end of the day to avoid contamination from preschool to home. Drinks throughout the day can be given at anytime to individual children on request.

Handwashing and respiratory hygiene

We have made sure there are sufficient handwashing facilities (running water and soap, hand sanitiser, and skin-friendly wipes) available for staff and children.

Children's hands are washed for 20 seconds upon entering the setting, regularly throughout the day, before and after eating and when they leave. Children will be supervised when doing this.

We have a good supply of disposable tissues throughout the setting and will encourage the implementation of 'catch it, bin it, kill it'. We have available lidded bins, that tissues are immediately disposed into and that these are emptied after each session.

Reducing face-to-face contact with and between parents and carers

We are reducing contact between parents and carers when dropping off and picking up their children by creating a one-way system.

Drop off will require parents entering via the bottom preschool gate and maintaining a safe 2m social distance.

Staff will collect the child and parents will leave up the stairs via the school's top gate. See risk assessments.

We are limiting drop off and pick up to one parent or carer per family (the same person ideally).

We may have to consider staggering times, especially for school children so no parents are waiting around for children this will be between 8.45-9.15am and 3-3.30pm.



No parents, carers or unofficial visitors are to be allowed into the setting.

Communication with parents and carers will be kept to a minimum. If more information is required to be shared, this will be done via Tapestry, call or email. This includes first aid forms, medication and injury. Parents will be required to complete medication and out of setting injury forms prior to entry and staff will communicate injury form via tapestry and communicate these on collection. Parents will need to comment to show these have been seen.

Other measures

Internal doors will be fully open at all times to allow access to our outdoor area and aid in ventilation.

Windows open as far as possible to ensure ventilation.

External visitors to the setting will only be allowed entry into the building when strictly necessary, for example if providing an essential service or essential support for a child's health and wellbeing.

Personal protective equipment (PPE)

The majority of staff in childcare settings will not require PPE, beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed for children whose care routinely already involves the use of PPE, such as at nappy changing time where staff will be encouraged to wear aprons and visors that can be disinfected between uses.

PPE is to be worn if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms. This will be disposable gloves, apron a mask and visor. **It is important the parent once receiving a call to say their child is showing symptoms comes immediately to collect them.**

Taking temperatures

Children's temperatures will not need to be taken every morning or throughout the day. However, it will be monitored if the child seems unwell. Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus.

Testing

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 is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us **immediately** of a positive test. Tests can be booked online through the NHS website, or ordered by phone via NHS 119 for those without access to the internet. Further guidance is available on the government website.

Coronavirus symptoms:

- A high temperature - you feel hot to touch on the chest or back
- A new continuous cough - coughing a lot more than an hour, 3 or more episodes in 24 hours (if you usually have a cough it may be worse than usual)
- loss or change to sense of smell or taste

Managing confirmed cases of coronavirus in the setting

Hixon Preschool will take swift action if they become aware that someone who has attended has tested positive for coronavirus. We will contact our local health protection team and Ofsted who will work with the setting to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. This team will also contact settings directly if they become aware that someone who has tested positive has attended the setting - as identified by NHS Test and Trace. The health protection team will provide definitive advice on who must be sent home.

If settings have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected, settings may have an outbreak and must follow advice of the health protection team who may recommend that a larger number of children self isolate at home as a precautionary measure - perhaps the whole site/group.

Identify safeguarding, special educational needs and disability (SEND), child wellbeing and welfare requirements

We will support all children regarding issues that may have arisen due to coronavirus, taking into account children's individual needs and circumstances. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children.

We will be looking at a review of child protection arrangements as needed in light of coronavirus. Identify and plan how best to support high needs groups, including children with SEND, vulnerable children and disadvantaged children when the setting reopens.

We will be working with local authorities, and school nurses and health visitors where relevant, to monitor the welfare of vulnerable children who are not attending provision, and other children they might wish to keep in touch with for safeguarding purposes.

Planning what children should learn and how to adapt the EYFS

The priorities at this time are helping young children to adapt to their new routines and supporting children to settle back into Preschool. We will be continuing to support their early language and communication and physical skills.

We will use reasonable endeavours to deliver the EYFS learning and development requirements as far as possible in the current circumstances, as set out in [guidance on the temporary changes to the EYFS requirements in light of coronavirus](#).

The Department for Education's [Hungry Little Minds](#) campaign features tips and practical activities that parents and carers can do at home with children to support their early learning. The campaign website has been updated to include a wealth of online educational resources available for parents and carers to support their child's development at home. Settings can also direct parents and carers to the [BBC's Tiny Happy People](#) campaign and the [National Literacy Trust's Family Zone](#) for more ideas and content. The Department for Education has published further guidance on how to [help children aged 2 to 4 to learn at home during the coronavirus outbreak](#).

Hixon Preschool hopes that you are assured that although we cannot guarantee your child will not contract coronavirus, we have taken all possible steps to ensure that our setting environment is as safe as possible.

This policy was last updated August 2020 and will be reviewed as and when guidelines are reviewed from the Government