



Pre-school Parent (COVID-19) Guidance



Overview

At the forefront of everyone's mind is ensuring the safety and well-being of children, families and staff as well as the wider community. Once inside the nursery we will be making the day feel as normal as possible for the children, so they have a fun and enjoyable time with their friends.

From the 20th July 2020, early years settings were no longer required to keep children in small consistent groups within settings. Removing the groups approach is based on the fact that the overall risk to children and young people from coronavirus (COVID-19) is low. The Government says this is possible due to the "significant progress made in tackling the coronavirus (COVID-19). In addition, early years settings are on average much smaller than schools, "allowing a less restrictive approach to mixing within settings than in schools", whilst keeping other Covid-19 guidelines in place.

Government guidelines state that all children who normally access childcare are strongly encouraged to attend so that they can gain the educational and wellbeing benefits of early education.

This booklet sets out how we intend to run whilst following the government guidance.

This guidance and our risk assessments will continue to be thoroughly monitored and reviewed and appropriate control measures will be put in place.

The set of actions that will continue to be taken are as follows:

- Minimising 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 settings.
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Enhanced cleaning of the setting, including frequently touched surfaces often using standard products, such as detergents and bleach.
- 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.
- Where necessary, wear appropriate personal protective equipment. The majority of staff in early years settings will not require PPE beyond what they would normally need for their work. PPE is only needed where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting and where children require routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
- Engage with the NHS test and trace process. Settings must ensure they understand the NHS test and trace process and how to contact their local Public Health England health protection team. Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5.
- Managing confirmed cases of COVID-19 in the setting. Settings must take swift action when they become aware that someone who has attended has tested positive for COVID-19. Settings should contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for COVID-19 attended the setting – as identified by NHS Test and Trace. The local health protection team will work with settings 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.
- Contain any outbreak by following local health protection team advice. If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, settings may have an outbreak, and must contact their local health protection team (HPT) who will be able to advise if additional action is required.

- Children who are unwell in any way, not just with recognised Covid-19 symptoms i.e. cough, persistent high temperature or a loss or change in, their normal sense of taste or smell (anosmia), should not be attending Buckles and Bows.

Preparing for Pre-school

The most important thing is not to share any anxieties you may have with your children starting at the setting. Children are very astute at picking up feelings and emotions and your emotions and any anxieties will make them feel nervous. Talk to your children about going to their setting in a happy and positive way, rather than something to worry about.

Public health guidance regarding regular hand washing for at least 20 seconds will be followed. Please could you encourage this practice at home in preparation. Make this fun by singing songs and rhymes with children.

Attendance at Preschool

Only children who are symptom free or have completed the required isolation period can attend the setting. They will be turned away if showing any symptoms.

Please do not send your child in to Pre-school if you have administered paracetamol or ibuprofen within 48 hours of their days at the setting.

If staying for Lunch the packed lunch must be provided in a named wipeable container, as these will need to be disinfected at arrival.

The government procedures for access to Nursery relating to the shielded and vulnerable is detailed below:

- For children who have been classed previously as clinically extremely vulnerable due to a pre-existing medical condition and had been advised to shield, as from 1st August 2020 Government advice is that these children can go back to Pre-school.
- If you are unsure - please seek medical advice from your GP to discuss the suitability of the nursery environment for your child.
- A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.

Dropping off

- Only parents/carers who are symptom free and / or have completed the required isolation periods will be able to drop off or collect their child.
- Parents and carers **must wear a mask/face covering** whilst on site (drop off/pick up).
- Drop off is limited to one parent per family to limit the number of people congregating outside nursery. If at all possible, avoid older children accompanying drop off.
- To avoid unnecessary entry to, traffic inside, and potential clashes with Holy Family drop off, the nursery 'drop off and collection' will take place via a queuing system up to the gate into the nursery. Unless you also have a child at Holy Family, **please do not arrive any earlier than 08:50 as most Holy Family parents should have left by then.**
- The parent / carer should hand over their child to the staff member who will be stationed at the gate, preferably with the parent maintaining 2m distance, however we appreciate this may be stressful for the child – use common sense and avoid face to face contact with the staff member. Staff members at the gate will be wearing a face mask. The child will then wash their hands at the outside sink before entry.
- Parent should leave the premises immediately on handing over, without stopping to converse with other parents in the queue, or elsewhere within the school grounds or the church car park. If parents do wish to chat, please be considerate to others and do so away from the natural walkways between car park, entrance gates and nursery.
- When parents are waiting to drop off or collect their child, social distancing should be maintained at all times, please also consider wearing face masks. Enter the school grounds via the church car park pedestrian gate. A queue

is to be formed along the fence line to the left of the driveway. Each fence post is 1.8m apart.

- A change of clothes for all children attending must be provided in a disposable named bag and left at nursery. Bags should not be collected at the end of the session. Refills of these items can be brought in with children when needed and then added to the bags by our staff.

Collection

- At the end of each session, parents should form a queue along the fence as per drop off. Each child will be brought out in turn by a staff member in the order of the queue. Collection is also limited to one parent.
- Please do not arrive before 15:10 unless pre-agreed.
- Form an orderly queue following the same protocols for distancing as at drop off.
- Any issues arising during the session will be communicated at a distance.
- Once you have collected your child, leave the premises immediately on handing over, without stopping to converse with other parents in the queue, or elsewhere within the school grounds.
- Please be aware that Holy Family parents will also be leaving and we need to ensure that social distancing will be maintained. Please ensure your child does not run around the School grounds.

Wellbeing and Education

- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe like regular hand washing and sneezing into a tissue.
- Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time.
- Where possible we ask parents to apply all day sun cream to their child before coming into nursery on the days that require it. Please also provide and encourage your child to wear a sun hat. Government guidelines state the safest place is outside. If you haven't applied all day suncream **you must inform us** as cream will need to be reapplied at lunch time by a member of staff wearing gloves.
- At the moment lending Libraries are currently suspended to limit the movement of items between home and nursery. We will continue to review this.
- There will be no outings outside the nursery premises. This is also continues to be reviewed based on Government guidance.

Hygiene

- All children and staff must sanitise or wash their hands before entry and frequently wash their hands throughout the day, particularly before and after toileting, eating and handling of resources.
- All waste will be disposed of in a hygienic and safe manner following government guidelines.
- The guidance on immediate disposal of used tissues will be followed.
- Used personal protective equipment (PPE) e.g. masks, gloves, aprons etc. will be disposed of post-use within a closed bin.
- All new activities will be risk assessed and usual practice will be continually reviewed and adapted to optimise safety. This may involve the suspension of learning experiences involving materials which cannot easily be washed.
- Snacks - there will be no self-selection. The children will choose their snack and it will be handed to them by a member of staff.
- Children will not be permitted to bring items from home into the setting unless absolutely essential to their wellbeing. Where necessary, such items will be appropriately cleaned upon arrival.
- All resources required for play and learning experiences in nursery will continue to be regularly washed and/or sterilised.

- Equipment like stationary, tablets etc. will be allocated to individual staff, where possible, and cleaned before and during use.

Cleaning

- We are conscious that extra vigilant cleaning is required at this time. The team for each session will take daily responsibility for ensuring continuous cleaning across the nursery.
- Staff will carry out a cleaning procedure at the end of each session, repeating the process carried out during the day in more intensity. Washing all toys and resources where possible, and replacing resources.
- Cleaning of surfaces, mopping of floors will take place each evening or in accordance with any updated guidance.
- Toys and soft furnishings which cannot be easily cleaned have been removed.
- All areas have been reviewed and items removed to limit the number of hard surfaces requiring cleaning.
- All items within the nursery requiring laundering will be washed in line with NHS laundry guidelines.
- Windows will be open where possible to ensure ventilation.

Risk Assessments

- Children, staff and other adults must not come into the setting if they have coronavirus symptoms or have tested positive in the last 10 days.
- In the event of a child developing symptoms of Covid-19 whilst attending the nursery, the parents will be contacted immediately and must collect their child as soon as possible.
- The family will be advised to isolate at home in line with the NHS guidelines and not return to nursery until the isolation period is over and their child is no longer symptomatic. Please follow the government guidance 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.
- A child displaying virus-like symptoms in nursery will be isolated with a member of staff in the sensory room outside.
- Suitable PPE will be provided to the staff member to safely isolate with the child. This includes a mask.
- Once the child has been collected, the area used to isolate the child will be thoroughly cleaned by a staff member wearing appropriate PPE.
- In an emergency, the staff will call 999 if they or a child becomes seriously ill or injured.

- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test should be taken) or the child subsequently tests positive.
- Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Cleaning any potentially affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- Government guidelines do not state that other parents need to be contacted if a child or member of staff has been sent home. However, if we feel that there is a potential case we will notify parents.
- In the event a staff member develops Covid-19 symptoms whilst working they will be provided with a mask to safely exit the premises and advised to return home immediately.
- The staff member will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic and have been tested.
- **Government guidance states that we must be informed of the results of the tests immediately:**
 - 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 [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of

smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Staffing Plan

- Staff will only attend the nursery if they are symptom free, have completed the required isolation period and achieved a negative test result.
- The staff will practice social distancing during breaks.
- Staff will avoid physical contact with each other including handshakes, hugs etc.
- Should a staff member be unable to attend a session for whatever reason, we will follow the following procedure;
 - An alternative member of staff may be asked to cover
 - We would seek to employ temporary cover from agency or other means of a suitably qualified early years practitioner.
 - We would have to cancel that particular session, inform parents and follow standard procedures where staff shortages are experienced.

Training and PPE

- All staff have received appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Changes and addendums to policies will continue to be disseminated and all staff members will make themselves familiar with key changes to usual policies.
- Government guidance is that PPE is not required for Early Years beyond that which is usually worn such as gloves and aprons for toileting procedures and first aid.
- PPE will continue to be worn as normal for nappy changing and the administration of first aid.
- PPE will be available for staff to use where a child is displaying symptoms and awaiting collection. This includes aprons, Nitrile gloves and masks.

Communication

- Information about general day care may be discussed as briefly as possible at handover. Reporting of child development progress will continue on Tapestry rather than any discussion at handover.
- Key Workers will provide digital feedback via Tapestry. If longer more detailed discussions are required Zoom / Skype meetings or telephone calls can be arranged.
- We will continue to provide all parents with regular communication so that we can work together in ensuring safe operating procedures for your child and family.
- Our procedures and practices will be reviewed and updated in line with government guidance as and when received.

Travel

- Wherever possible staff and parents should travel to the nursery alone, using their own transport.
- If public transport is necessary, please note any current guidance for the safe use of public transport.
- No buggies, car seats or scooters can be left on the premises.

Visits and Deliveries

- Visitors will not be permitted to enter the nursery unless essential e.g. urgent building maintenance. Where essential visits are required these will be made outside of the usual nursery operational hours where possible. Appropriate PPE will be supplied to any supplier required to enter the premises.

- All deliveries will take place outside the building to avoid unnecessary access by external suppliers.

The Buckles and Bows Team

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We look forward to seeing you soon