COVID-19

Safe Operating Procedures

Last updated: 14/09/2020

1 Introduction

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and the National Institute for Health Protection specifically for Early Years. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant.

Compassionate leadership is at the heart of this reopening and we will do everything we can to be honest, open and to communicate with you. There will be a lot of anxieties and we acknowledge that it is OK to feel worried and that COVID-19 and the lockdown has had an impact on everyone.

Everyone involved in the day to day running of the nurseries will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

1. Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend PreSchool and must isolate at home
2. Increased cleaning processes are in place, throughout and at the end of the day
3. Children and team members will be social distancing as far as possible
4. Arrival and departure will be staggered.
5. Parents will not come on site or visit the Pre-School unless this is explicitly arranged with the PreSchool Manager e.g. in the event of a child being distressed

2 Attendance

Children and employees are welcome to attend PreSchool but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell. There is some suggestion that a rash or sickness and diarrhea can also be a symptom.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend PreSchool if unwell for their own wellbeing and for the safety of others. Calpol or other medication that can mask fever symptoms should also not be given after 4am on the day children are due to come to PreSchool.

If anyone or anyone in their family is experiencing any symptoms your child cannot return to PreSchool until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending PreSchool.

2.1 Drop off and collection of children

Parents are asked to drop off and collect their children at designated entrances and not to enter the Preschool. Whilst parents are waiting, it

is important to maintain social distancing by keeping a distance of two metres apart. Only one adult from your household should carry out drop off and collection.

Parents will be allocated a suggested time for arrival and drop off to ease pressure in the car park or waiting outside. Please approach the Preschool slowly when driving as there will be parents and children waiting to enter. If you can walk to Preschool, please do so. We ask that you use the one way system around the building which is to enter with the road behind you and leave through the carpark

We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting.

2.2 Temperature and symptom monitoring

Routine temperature testing is now not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and evidence of a high temperature and/or new continuous cough. If a child coughs; as in a new continuous cough that is not an allergy, a tickle or long-term illness related; more than three times in one hour we will ask you to come and collect your child until they have completed self-isolation or have had a negative test.

2.3 Travel to PreSchool

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

2.4 Travel outside of local area

If you travel internationally or to an area of the UK under local COVID restrictions, then you must be tested and have a negative result before returning to PreSchool. This is not limited to countries listed on the current government quarantine list, high risk areas are being amended so

frequently we are asking that testing occurs after any overseas travel. This is to ensure every possible protection factor is in place for the staff and the children in our care. While we understand the practicality of this may seem difficult for some, we will continue to put the safety of everyone first and this is a precautionary measure that we have chosen to have in place. The only exception to this is if you have already quarantined for 14 days after your arrival back into the UK.

3 Implementing social distancing

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny them this.

3.1 Mealtimes

- As always, children will eat in their at the table.
- The practitioners will serve the children.
- No food will be eaten out of shared platters or containers.
- The children will need to bring their lunch into Pre-School in a plastic container or carrier bag. Please do not send drinks in we have water, milk and cups for the children at Pre-School.
- Drinks will be offered at 30 minute intervals instead of cups being at the children's level to avoid accidental sharing of cups.

3.2 Employees

All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.

3.3 Fire drills and lockdown practice

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

4 Wellbeing

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the Pre-School community feels safe and secure. We will try our best to create a normal Pre-School environment and hope that you will bear with us.

We will concentrate on building secure attachments and we will continue observing and assessing the children, regularly updating Learning journeys. We will not be able to carry out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the key person/PreSchool Manager.

5 Visitors

5.1 Settling in sessions/transitions

Parents may enter the PreSchool for the purpose of settling-in sessions, if not doing so would cause a child distress. The Manager will give further guidance on the day. It is important that social distancing continues to be maintained.

5.2 Visitors

Visitors to the PreSchool will not be encouraged unless it involves a safeguarding issues or STLS assessments that cannot be resolved by telephone. Interviews or meetings will be conducted via video conference. There will be no parents' evenings for the time being, nor any other mass events such as plays, discos, sports day.

5.3 PreSchool show-rounds

Prospective parents should make use of the Pre-School website for information relating to the ethos and organisation of the PreSchool. The Pre-School Manager will answer all enquires one by one and will send out all information; they will also arrange for an out of hours visit if the parents require one.

5.4 Contractors

Any contractors to the PreSchool will be reminded of National Institute for Health Protection guidance prior to entering the building.

6 Health, Hygiene and Safety

6.1 Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

6.2 Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g. iPads, must be regularly cleaned. The PreSchool Manager will be responsible for recording these cleaning schedules.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands-on arrival at PreSchool. If no wash basins are available, sanitiser will be available. There will be regular opportunities for hand washing throughout the day.

6.3 Use of Tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

6.4 Toileting

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

6.5 Clothing

All employees and children should wear clean clothing every day. If you have travelled on public transport, it is advised that you change your clothing on arrival at PreSchool. Children should bring one bag with changes of clothing to last their weekly booking pattern and take it home with them at the end of the week.

6.6 Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips using coaches.

6.7 Items from home

If your child requires a comforter e.g. soft toy or blanket, please bring it in a bag and then take home at the end of the day and wash it. We would prefer no toys or comforters to be brought into PreSchool but do understand that this could cause distress.

6.8 Resources at PreSchool

Toys and resources that are difficult to clean will be removed, including cushions and soft toys. The children will only share toys and activities within their groups. We will aim to sanitise items at the end of each day.

7 Responding to a person displaying symptoms of COVID-19

7.1 A child

If a child is suspected of displaying coronavirus symptoms whilst attending the PreSchool, they should be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested before they return.

Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

7.2 An employee who displays symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a test before they return.

7.3 PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid. Aprons will be worn at mealtimes

7.4 Reporting, testing and tracing

Everyone is now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the PreSchool Manager as soon as possible. If a positive result is confirmed, the practitioners and children associated with that group/bubble must self-isolate for 14 days before returning to PreSchool. Positive tests will be reported to the National Institute for Health Protection and Ofsted by the PreSchool Manager.

The PreSchool Manager is responsible for contacting the National Institute for Health Protection if a case is confirmed or if a symptomatic person is admitted to hospital, a possible case refuses testing, there are a cluster of possible cases/unexpected increase in absenteeism or a suspected case has a definite link to a confirmed case.

If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDDOR.

If someone in your household, or someone you have close contact with, is contacted by track and trace and told they have been in contact with someone who has tested positive, you need to be tested. If they test positive, then you will also need to self-isolate for 14 days even if you do not test positive yourself.

The Government's tracing app is a way of helping to protect everyone.

8 Further guidance

www.gov.uk/government/publications/guidance-to-edcatiional-settings-about-covid-19

www.go.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-smptoms

www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symtoms

www.gov.uk/apply-coronavirus-test