



CoVID-19 Policy (Coronavirus)

Statement of intent

This policy outlines the procedures that will be followed to prevent the spread of COVID-19. This will involve us promoting the health, safety and welfare of all children, parents, carers, staff and visitors during this time.

We will closely monitor and implement information from Public Health England, the Department of Education, Surrey County Council and all Government guidance, ensuring we are acting upon the most up to date information and workplace best practices concerning the spread and containment of COVID-19.

Aim

By implementing sector specific and Government guidance we aim to:

- protect children, parents and carers, staff and visitors from encountering COVID-19
- maintain the required staff ratios as stated by Government guidance
- meet the welfare and care needs of the children when attending the setting
- recognise and support children who may have had disruptions to their routines and had challenging experiences during the closure period
- actively communicate new/additional health and safety procedures to parents and carers and staff in light of the pandemic
- support children and families to return to the setting following a partial or temporary closure; and
- continually monitor the risks of keeping the setting open.

Partial or total closure

During the pandemic the Government may decide to temporarily close all childcare settings. In this instance we may need to close or partially close in line with prevailing Government guidance.

Where Totterdown Preschool has been temporarily closed or partially closed, we will communicate our plans for the wider opening of the setting via email and the private Facebook page to all parents and carers, ensuring they are aware of all new measures and procedures, where necessary we will endeavour to text message too.

Risk assessment

We will undertake a detailed risk assessment, which we will reassess on a continual basis as and when changes occur or when and if we feel the measures set in place are not appropriate, it will be classed as a working document. The assessment will directly address the risks highlighted by the sector specific and Government

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guidance so that sensible measures can be put in place to control the risks for children, parents and carers, staff and visitors.

Grouping children

We appreciate that unlike older children, those under the age of five are likely to find it difficult to maintain the 2 meter physical distancing away from each other and staff. We will therefore implement 'bubbles' of 8 children, increasing as we see fit to a maximum of 16 in any one 'bubble', as per guidelines. Where any increase is implemented into a preexisting 'bubble' parents/ carers will be asked to sign a disclaimer, taking into account the risks that may pose their child at that time.

Our setting is such that we will use our professional judgement when planning for groups of children and refer in the first instance to the Early Years Foundation Stage (EYFS) ratio requirements. We will aim for a maximum of 8-16 children per group and refer to the risk assessment to ensure the safe care of children can be maintained at all times.

Our priority will be to help young children to adapt to their new routines and support them to settle back into the setting. As set out in the Government guidance we will use reasonable endeavours to deliver all areas of the EYFS by providing an environment which will maintain a high level of stimulation for the children attending during the day.

Space management

Our space is such that social distancing is not possible, in this instance we will provide an environment whereby children are stimulated and occupied at all times, thus allowing staff to distance themselves from children as much as possible.

We will plan how our outdoor space can be used to make sure all groups of children are given equal opportunities for outdoor learning and play.

Hygiene - children, parents and carers and staff

To prevent the spread of COVID-19 either by direct transmission e.g. close contact with those sneezing and coughing or indirect transmission e.g. touching contaminated surfaces, we will focus on the following actions and approaches. When implemented they will create an inherently safer system where the risk of transmission of infection will be substantially reduced. These include:

- Minimising contact with individuals who are unwell. Those who have COVID-19 symptoms, or who have someone in their household who does, will be asked not to attend the setting. A temperature check will be carried out as all staff and children enter the building. Parents/ Carers and visitors will not be permitted into the building
- All children and staff washing and sanitising their hands on entering the setting.
- Thorough hand washing for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser to all parts of the hands.
- Encouraging children to learn and practise good hand washing habits via games, songs and repetition.
- Using only disposable hand towels when drying hands.
- Encouraging good respiratory hygiene such as coughing or sneezing into their elbow when a tissue cannot be reached.
- Reminding and expecting everyone to wash their hands after sneezing or coughing.
- Advising all adults and children to avoid touching their eyes, nose and face.
- Using the 'catch it, bin it, kill it' approach when using tissues.
- Frequently replenishing tissue stations, using lidded tissue bins and emptying throughout the day.
- Cleaning high touch surfaces frequently using recommended products.
- Establishing clear procedures for maintaining stringent cleaning processes for food preparation areas.

- Children will not be permitted into the toilets without supervision, allowing the adults to 'clean down' any surfaces touched

Whilst every measure will be taken to make sure children have minimal contact with others, children of the early years age group will inevitably want to hug and touch their friends through play or when needing comfort from an adult. It is important that we adhere to best practice hygiene policies throughout the day.

Hygiene - environment and resources

We will continually monitor how play equipment is used and minimise the sharing of resources between groups in the following ways:

- All resources will be thoroughly cleaned throughout the day
- Malleable resources, such as playdough will not be provided unless individualised for each child
- Sandpits and the mud kitchen will be covered and closed as cleaning is not possible.
- All soft furnishing and soft toys will be removed as will all rugs.
- Toys that are hard to clean due to their intricate parts such as Sticklebricks and Lego will be removed during this time.
- A deep clean of the whole setting will be carried out each and every day, this will include the use of steam and disinfectant

Where possible all areas of the setting will be naturally ventilated.

Frequently touched surfaces such as doors, sinks, toilets, light switches, will be cleaned on a regular basis using antibacterial sprays and surface cleaners

Personal Protective Equipment (PPE)

Totterdown Preschool will follow Government guidance on the use of PPE. We do not require staff to wear face masks or gloves. The exception to this will be in response to a suspected case of COVID-19 (see Responding to a case of COVID-19 on page 4).

Staff involved in intimate care routines will continue to use appropriate PPE such as gloves and aprons.

For further outline of procedures please consult the risk assessment

Staff qualifications and ratios

We will consider the impact of staff availability and their qualification levels when calculating staff to child ratios. A Designated Safeguarding Lead (DSL) and Special Education Needs Coordinator (SENCO) will be available or contactable during operational hours.

We will do our utmost to keep staffing arrangements consistent by working on a one week on one week off rota, consisting of two groups of staff, this allowing the virus to surface should staff fall ill.

Staff

During this unprecedented time, it is important for staff to feel safe and confident in the workplace and to support families and one another. Staff will be encouraged to:

- avoid contact with colleagues, parents and carers and visitors and follow the social distancing guidelines of being 2 meters (6ft) apart.
- be a positive role model regarding hygiene and personal conduct around others.
- remain calm and manage the situation thoughtfully and respectfully if an adult or child displays COVID-19 in the setting
- be mindful of others experiences during the lockdown which may include loss of a family member or financial hardship.

- share new ideas and suggestions which may improve the challenges being faced.
- adopt a 'glass half full' rather than 'half empty' attitude.

Staff will be permitted to bring one small bag and if necessary a coat. No other items will be permitted in the setting. They will be asked to take their breaks outside or in naturally ventilated rooms.

Where possible, staff meetings and training sessions will be conducted virtually.

Food, drink and snacks

All children will be asked to bring their own filled named water bottle, which will be available to the appropriate children at all times throughout the day.

Children will be asked to wash their hands before and after eating. Snacks will be provided as usual and each child will have a plate prepared for them, this will be prepared by a member of staff who has followed the recommended hygiene practices, Parents and carers will be asked to pack their child's lunch in a container/lunchbox which can be opened by the child. Once all the children have arrived a member of staff will spray all the lunchboxes using a detol surface spray

Communication with parents and carers

To maintain social distancing guidelines we will, where it is practically possible, communicate with parents and carers via email or telephone.

Due to the unprecedented nature of a pandemic we are keen to resolve any concerns promptly and in a sensitive manner. Please email concerns to Shamira and Claire at enquiries@totterdownpreschool.co.uk

If you feel your concern has not been dealt with appropriately please refer to Totterdown Preschools Complaints Policy.

Entering and leaving the setting

The following procedures will be implemented for the dropping off and collection of children:

- To reduce the number of people entering the setting, all parents and carers will be met at the main door by a member of staff. We will work closely with parents and carers of anxious children to consider how drop off's and collection can be best managed whilst maintaining physical distancing please see risk assessment.
- Children's temperatures will be taken on entering as well as if they become unwell during the session
- All staff and children will be required to wash their hands upon entering and leaving the setting.
- To reduce contact between parents and carers we will limit drop off and pick up to one parent or carer per family and stagger timings. All children will be allocated a drop off and pick up time, which they must adhere to, should they fail to do so then they will be asked to wait until all other parents have dropped off. If this occurs at pick up, Totterdown Preschool reserves the right to withdraw their place
- Only if absolutely necessary, should you bring a bag from home into the setting (e.g. nappy bag) no pushchairs, scooters, bikes etc will be permitted to be left on site and no 'show and tell' type of objects will be permitted. Parents will be asked to take them away with them as they leave.
- Parents and carers will be asked to provide the minimum requirement of clothing for the weather forecast for that day only.
- Parents and carers must adhere to the physical distancing markings placed outside the setting.
- Parents and carers will be encouraged to reduce any unnecessary travel on public transport where possible.

Visitors

External visitors to the setting will not be permitted and will only have access when strictly necessary, for example if providing an essential service or support for a child's health and wellbeing.

Responding to a suspected case of COVID-19

Should a member of a household present with COVID-19 symptoms, parents and carers have a duty of care to inform the setting at their first available opportunity and without unreasonable delay.

It is imperative that parents do not send unwell children to the setting. If a child is displaying a temperature of 37.8 degrees or above, has a new cough, looks generally unwell or is displaying any other signs associated with COVID-19 then the child will be excluded for a period of 14 days for self-isolation. If it is confirmed your child has COVID-19 you will be given a date for when your child can return to the setting and all children and staff who have been in contact with that child will also be required by law to self-isolate for a period of 14 days.

If a staff member begins to display COVID-19 symptoms while in the setting, they will be sent home immediately and asked to follow Government guidance. If a child displays symptoms, the child's parents or carers will be contacted and asked to collect their child swiftly. Whilst the child is waiting to be collected they will be separated from other children and isolated with one member of staff. A facemask will be worn by the supervising adult. If contact with a child is necessary, gloves and an apron will also be worn.

Once the child or member of staff has left the setting, we will follow the Government guidance make sure areas have been thoroughly disinfected and any PPE and other waste is disposed of safely.

Policy Review

As part of Totterdown Preschool monitoring of COVID-19 this policy will be subject to periodic review.

Signed: Shamira Lumsden and Claire Childs

Date: June 2020

Policy Review Date: