

Little Avenues Preschool Covid-19 Policy and Procedures

This policy has been prepared in accordance with Government Guidelines (<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>) as detailed below as well as information sent out by Essex County Council:

Actions for early years and childcare providers during the coronavirus outbreak:
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE): <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Early years foundation stage: coronavirus disapplications:
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

This policy applies to all Little Avenues Preschool staff, children and families. This is a working document and updates will be added as guidance is updated.

This policy has been adopted for the period of the Covid-19 outbreak and in supporting children to attend preschool in a safe way. Any updates will be added as they occur. It is the Managers' responsibility to ensure that all staff read and fully understand the content of the policy.

Commencing from 1st September 2020 and for the period of the COVID-19 outbreak and until otherwise communicated, this policy will over-ride any existing policies where information is different to that contained within this policy.

In addition to this policy a risk assessment specific to the Covid-19 outbreak must be completed. The Health and Safety officer is responsible for completing the risk assessment and ensuring all staff are aware of and fully understand its content.

In this Policy the terms 'Coronavirus' and 'COVID-19' are used interchangeably.

This policy was adopted by Little Avenues Preschool 28th September 2020

This Policy was Updated by Little Avenues Preschool 2nd December 2020

This policy was updated by Little Avenues Preschool 19th January 2021

This policy was updated by Little Avenues Preschool 14th May 2021

Manager's signature _____ Date _____

Health and Safety Officer _____ Date: _____

Infection prevention and control

Risk Assessment

A Covid-19 Risk Assessment addressing the risks associated with COVID-19 must be completed, ensuring best endeavours are in place to control risks for children, staff and visitors. The Risk Assessment is undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the preschool COVID-secure. It must cover all areas of this policy and be adhered to at all times. The risk assessment must be monitored, and the preventive and protective measures must be regularly reviewed, to ensure the measures are working, and taking action to address any shortfalls. The risk assessment is shared with all staff.

Supporting people who may be at increased risk from COVID-19

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). If people with possible risk factors are concerned, we will discuss their concerns and explain the measures the preschool has putting in place to reduce risks. We will as far as practically possible accommodate additional measures.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

We have a legal obligation to protect our staff, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this policy will mitigate the risks of coronavirus (COVID-19) to children and staff and help the preschool to meet their legal duties to protect employees and others from harm.

Systems of controls: protective measures

Using our risk assessment, we have adopted 'system of controls' in a way that addresses the risk identified, works the preschool, and in line with the learning and development needs our children. This includes full educational and care support for those children who have SEND.

We will:

- ensure that all staff understand the 'system of controls' and how they are applied in preschool.
- ensure that parents and carers are aware of the 'system of controls', how this impacts them and their responsibilities in supporting it.

System of controls

This is the set of actions early years settings must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

- 1) Minimise contact with individuals who are required to self-isolate ensuring they do not attend preschool

- 2) Ensure face covering are used in recommended circumstances
- 3) ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- 6) Consider how to minimise contact across the setting and maintain social distancing where possible.
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) ensure individuals wear the appropriate personal protection equipment (PPE) where necessary
- 9) promote and engage in asymptomatic testing

Response to any infection we must:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of COVID19 amongst the setting community
- 9) Contain any outbreak by following local health protection team advice.

Taken from <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

1. **Minimise contact with individuals who are required to self-isolate ensuring they do not attend preschool**

When an individual needs to self-isolate

Children, staff and other adults must not come into the setting if:

- they have one or more COVID-19 symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms or have tested positive
- they are legally required to quarantine, having recently visited countries outside the Common Travel Area
- they have had a positive test
- they have been in close contact with someone who tests positive for COVID-19

They must not attend with immediate effect and for at least 10 full days from the day after:

- the start of their symptoms

- the test date, if they did not have any symptoms but had a positive rapid lateral flow device test or polymerase chain reaction (PCR) test (if a rapid lateral flow test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting).

We must follow this process and will ensure everyone onsite, or visiting, is aware of it.

When an individual develops COVID-19 symptoms at preschool

If anyone in your setting develops one or more symptoms of COVID-19 - a new, continuous cough or a high temperature, or has a loss or change to their sense of taste or smell (anosmia)

- they must be sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [‘Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)
- advise them to arrange to have a test to see if they have COVID-19

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a rapid lateral flow test or PCR test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection because a distance of 2 metres cannot be maintained.

In an emergency – we will call 999 if we are seriously concerned about a child or feel that their life is at risk.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self isolate if

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated), which is a legal obligation
- they have tested positive with a rapid lateral flow test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with

symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.

2) Ensure face covering are used in recommended circumstances

Where recommended, use of face coverings

The government is not recommending universal use of face coverings in early years education and care settings because the System of Controls provides additional mitigating measures. PHE advises that for health and safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.

When social distancing is difficult to maintain in communal areas

Parents are asked to wear face masks on the preschool and school site. Staff should wear face coverings when on the school site.

If parents or visitors come into preschool they will be asked to wear a face covering.

When staff are seeing children in and out of preschool with parents we recommend staff wear face covering.

In situations where social distancing between adults in preschool is not possible (e.g. when moving around in corridors, children's toilets, office and kitchen), or where a member of staff is swapping regularly between areas, staff can wear face covering if they feel it is necessary.

When working with children

Based on current evidence and the measures that early years settings are already putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff and children, and their use when interacting with children should be avoided.

Exemptions

Some individuals are [exempt from wearing face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in early years settings, and we would expect leaders and staff to be sensitive to those needs.

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin – by washing hands thoroughly for at least 20 seconds with running water and soap and dry them thoroughly or using hand sanitizers.

Children and staff must wash their hands regularly throughout the day, including:

- when they arrive and leave preschool
- when they return from breaks
- when they change rooms (i.e. for children after going to the toilet; for staff changing areas)
- before and after eating
- after using bathroom

Children will be encouraged to wash hands or use hand sanitizer before and after messy play.

Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Children will be supervised when using hand sanitiser, given risks around ingestion.

Small children and those with complex needs will be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative

These routines will be built into preschool culture and helping ensure the children understand the need to follow them.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Enough tissues and bins are available in the preschool to support children and staff to implement this routine.

Children are helped to follow this routine and helped to understand that this is an important and important routine.

5 Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

We are following the guidance in the Government publication 'Cleaning of non-healthcare settings'. This guidance can be found at: www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

Regular Daily Cleaning of Preschool

Increased handwashing in place throughout the day for staff and children for at least 20 seconds.

Regular cleaning using antibacterial spray, soapy hot water or normal household detergent. Cloths should be thoroughly rinsed after cleaning and disposed of at end of session.

Throughout the session there will be regular cleaning of frequently touched surfaces such as toilets and taps in bathrooms, accessible toilet door handles, kitchen door, door handles and table surfaces, butcher's curtains.

The toilets are shared between groups and therefore will be cleaned regularly and children are encouraged to clean their hands thoroughly after using the toilet.

Toys that are difficult to be cleaned have been removed. Items such as books, puzzles and games that are difficult to clean will be kept in isolation box for 48 hours before next use (plastics 72 hours). Soft toys and resources will be washed in washing machine after use.

At end of session surfaces and toys / equipment that staff and children come into contact with such as toys, tables, chairs, doors, sinks, toilet areas, light switches and all other high traffic areas are thoroughly cleaned .

All rooms should be well ventilated.

Crockery and eating utensils should not be shared.

Tea towels and other laundry to be placed in plastic bag and washed in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Cleaning procedure after someone with suspected Coronavirus has left

We will follow Public Health England guidance on [cleaning when there is a suspected or confirmed case of coronavirus \(COVID-19\)](#)

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people

Wear disposable or washing-up gloves and aprons for cleaning.

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: objects which are visibly contaminated with body fluids, and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

After cleaning remove gloves, apron and other protection and wash hands regularly with soap and water for 20 seconds cleaning

Waste disposal from a suspected coronavirus case

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste

- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

6. Consider how to minimise contact across setting and maintain social distancing where possible

Preschool will be considered as one bubble and children mix freely during free play, which will be outside as much as possible. If advised by government guidance or local public health authority during a local lockdown, we will reduce mixing by dividing into two groups that can be kept separate in their own zones.

For children in preschool, the staff to child ratios within the Early Years Foundation Stage continue to apply.

Parents and carers are encouraged to limit number of setting that their child attends. Parents are asked that their child does not join another childcare setting whilst attending preschool.

7. Keeping occupied spaces well ventilated

When the preschool is in operation, we will ensure that it is well ventilated, and a comfortable environment is maintained.

We will achieve this:

- natural ventilation – opening windows and doors, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space
- Encouraging outdoor play and activities as much as possible

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied
- re-arranging furniture where possible to avoid direct draughts
- Using the butchers curtain on doors and ensuring this is thoroughly cleaned as part of the enhanced cleaning process and removed at end of day

Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

The scientific advice indicates that preschool staff do not require additional personal protective equipment above what is normally used throughout each day, although all staff must ensure increased hand washing, use of hand sanitizer and enhanced cleaning and disinfecting routines.

Disposable gloves and aprons will be worn by all staff whilst changing children's nappies and children's personal care.

Whilst preparing snack staff will wear disposable gloves and apron. When serving snack and helping children with lunch staff will wear disposable gloves.

Visors are available for staff if they want to use them; for example when administering first aid.

There will be a supply of full PPE, consisting of aprons, gloves, face masks, face shield, goggles and shoe coverings for use should a child start to display symptoms of COVID-19 whilst at preschool. In this circumstance the child will be taken into isolation with a staff member wearing the full PPE whilst they await collection.

9. Promote and engage in asymptomatic testing Rapid testing remains a vital part of our plan to suppress this virus.

The use of rapid lateral flow antigen tests allows settings to identify asymptomatic cases that would otherwise go undetected. Little Avenues Preschool offers all staff rapid lateral flow home test kits for twice weekly testing. See link for further details

<https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings/rapid-asymptomatic-coronavirus-covid-19-testing-in-early-years-settings>

Staff with a positive rapid lateral flow test result must self-isolate in line with the stay-at home guidance. They need to arrange a PCR test within two days to confirm the result. If the PCR test is negative, it overrides a rapid lateral flow test and the staff member can return to the early years setting. Those with a negative rapid lateral flow test result can also continue to attend the early years setting and use protective measures, so long as they don't have symptoms of COVID-19.

9) Promote and Engage with the NHS Track and Trace process

Staff and parents/carers understand that they will need to be ready and willing to:

- **book a test** if they are displaying symptoms. (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>)
- **Self-isolate** immediately and not come into setting if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for COVID-19
 - anyone in their household, support or childcare bubble develops symptoms of COVID-19
 - they are required to quarantine having recently visited countries outside the common travel area
 - they have been advised to self-isolate by NHS test and trace or the PHE local health protection team
- provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Parents and staff must inform preschool immediately of the results of the test

11. Manage and report confirmed cases of coronavirus (COVID-19) in the setting community

Actions to take when someone has tested positive

We will take swift action when preschool is aware that someone who has attended your setting has tested positive for coronavirus (COVID-19). See

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958657/What to do if a child or adult is displaying symptoms or is a confirmed case of coronavirus COVI.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958657/What_to_do_if_a_child_or_adult_is_displaying_symptoms_or_is_a_confirmed_case_of_coronavirus_COVI.pdf)

Notify Ofsted of any confirmed cases in the setting (either child or staff member). You should also tell them if we have to close your setting as a result. This is a legal requirement.

<https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>

Contact the dedicated advice service introduced by PHE and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

The dedicated advice service 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. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.

The preschool will follow guidance from the health protection team and work together to take the required action. Based on the advice from the health protection team, the preschool must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

See Action card for further details

Close contact

Close contact includes:

- anyone who lives in the same household as someone who has covid symptoms or who has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or rapid lateral flow test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plan

Record keeping and letter templates

The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of when children and staff attend preschool

Preschool will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

PHE reporting to the setting

The PHE local health protection team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting - as identified by NHS Test and Trace.

Admitting children back to the setting

Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

The child or staff member who tested positive for COVID-19 can return to their normal routine and stop self-isolating if they meet the following conditions:

- they have finished their isolation period and their symptoms have gone or
- they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone
- they have a negative PCR test result after having a positive rapid lateral flow test

The child or staff member should not return if they still have a high temperature after 10 days or are otherwise unwell, they are advised to stay at home and seek medical advice

In the vast majority of cases, settings and parents and carers will be in agreement that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending the setting, the setting can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

12 Contain any outbreak by following local health protection team advice

If there are two or more confirmed cases in preschool within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak, and we will work with the local PHE team.

DfE Helpline 0800 046 8687 (option 1) will provide for advice on the action to take in response to a positive case. They will escalate the issue to your local health protection team where necessary and advise if additional action is required. The preschool will work with PHE following the advice given.

Visitors to preschool

Wherever possible, visitors should avoid entering the preschool building.

Parents and carers are not be allowed into the preschool unless this is essential, and children should be dropped off at front door and collected from garden. We will make use of remote meetings where possible i.e. phone calls, zoom and photos on tapestry.

Parents and carers are able to enter preschool to help their child settle into preschool. Parents and carers should:

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- wear face coverings and maintain social distancing, regularly wash hands
- where possible be outside entering through side gate and stay outside

- stay for a limited amount of time (ideally not more than an hour)
- avoid close contact with other children
- are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child

Stay and play sessions, such as where the purpose is for parent and carers to meet each other, should not take place at the setting.

When essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan need contact, the preschool will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained.

We will ensure that any visitor to the site, such as contractors, follow preschool guidance on social distancing and hygiene.

Attendance

All children who normally access childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education.

Children and staff must not attend preschool when they are self-isolating because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has tested positive for COVID-19
- are required to isolate for travel-related reasons

The advice for children who remain in the clinically extremely vulnerable group is that they should not attend preschool unless they are one of the very small number of children under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education or childcare setting. We will work with these families to support them as appropriate.

An individual risk assessment will be completed for vulnerable and extremely clinically vulnerable staff and children who attend preschool to provide reassurance and/or enable identification of any specific measures which may be appropriate and can reasonably be applied for individuals

Pregnant women are in the 'clinically vulnerable' category. They are generally advised to follow the preschool "systems of control", which applies to all staff in early years settings. We should conduct a risk assessment for pregnant women in line with the [Management of Health and Safety at Work \(MHSW\) Regulations 1999](#).

Group Sizes and Availability

We know that unlike older children and adults, early years children cannot be expected to remain 2 metres apart from each other and staff. Preschool will be considered as one bubble and children mix freely during free play, which we will encourage outside as much as possible. For children in preschool, the staff to child ratios within the Early Years Foundation Stage continue to apply.

When limiting the number of children attending preschool and/or using small groups, priority will be given to vulnerable children and children whose parents are classed as critical key workers.

The critical workers list can be found at:

www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision

Safeguarding and welfare

Child Protection Policy

To reflect changes during coronavirus outbreak, a COVID-19 Appendix has been added to the Child Protection Policy and regularly reviewed.

Keeping Children Safe On Line

To support keeping children safe on-line during a coronavirus outbreak, the preschool on-line safety policy will be regularly reviewed, and on-line safety advice will be regularly shared with parents in newsletters.

Supporting Children's Mental Health and Wellbeing

We understand that staying at home for a prolonged period and the change of routine may have caused difficulties for some children, such as changes in behaviour or mood.

We will consider the mental health, pastoral or wider wellbeing support children may need, including with bereavement, and how to support them to transition into the preschool after a long period of absence. Using the [Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus pandemic](#).

Staff will be supported to identify and support vulnerable children and parents and carers that return to the preschool, and be vigilant to actively look for signs of harm and abuse. For example, by sign posting them to appropriate local services such as mental health, domestic abuse or substance abuse services.

We will work to meet the needs of vulnerable children and work with local authority and other professionals to support these children and families.

Supporting Children with SEND

We understand that children with SEND will need particular care and support when return to preschool. Our SENCO will support children and their families so they settle into preschool and their needs are met.

We will be alert to the fact that there may be children with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19), and that there may also be children who have fallen further behind their peers as a result of time out of preschool, or missed diagnosis as a result of a period of absence.

Preschool Daily Operational Procedures

To help ensure that the risk of the virus spread for both staff and children is as low as possible, the following changes will be made to our daily operations:

Drop off and Pick Up

Parents and carers will not be admitted into the preschool unless it's essential, staff will collect children from the front door and at the end of session parents will pick up from the garden.

Parents and carers are asked to wear mask on the school site.

Children should be brought to preschool and collected by one parent / carer only who must social distance outside at drop off and collection

Parents should observe 2 metre social distancing guidelines when waiting outside the preschool to drop off or collect children.

Parents should observe the school's entrance and exit systems.

Parents and carers are asked to try to avoid using public transport at peak times and should follow all government guidance when using public transport.

Children will wash hands or use hand sanitizer as they enter preschool and their temperature will be taken.

All staff and children will wash hands regularly throughout the session. Children will hand sanitize hands as they leave preschool.

Preschool Environment

All rooms should be well ventilated with windows and doors open where possible.

Toilets will be regularly cleaned.

Use of soft furnishings and soft toys will be limited and those that are used are washed in washing machine after use.

Toys and equipment will be restricted to those that can be easily cleaned.

Children will not be self-serving at snack times.

Staff should encourage children not to touch their faces.

Staff should encourage the use of tissues and ensure these are disposed of effectively, promoting the 'catch it, bin it, kill it' approach.

In observing social distancing as far as is practical in the preschool the following will be implemented:

- 1 member of staff working at a time in office with window & door open, if 2nd member of staff needs to enter they must wear mask or visor & maintain social distance
- 1 member of staff in accessible toilet, children's toilets, kitchen area.
- Moving tables further apart from each other, removal of chairs from inside
- Minimise the queueing of children
- Use the outdoor environment as much as possible

Music, dance and drama

This guidance relates to organised group activity, not to spontaneous singing, dance and role-play that young children may naturally do, and should be encouraged to do, by early years practitioners.

Volume control

We will keep any background or accompanying music to levels which do not encourage participants to raise their voices unduly.

Group singing activities

Where possible singing activities will take place outdoors or in well ventilated rooms.

Wind instruments

Wind instruments are not to be used at preschool.

Malleable materials (messy play)

Messy play materials such as water, shaving foam, foods will be changed daily.

Messy play such as play dough and sand will be replaced weekly.

Children will be encouraged to wash hands or use hand sanitizer before and after messy play.

Tools and equipment used in messy play will be cleaned frequently.

Shared resources between home and preschool

- The sharing of resources between the home and preschool will be temporarily suspended.
- Children will not be permitted to bring in items from home such as toys, books unless prearranged e.g. comforter toy or required for learning
- We will not be using bookbags, home/school diaries or sharing reading books.
- Children can bring in small bag with change of clothes and spare nappies.
- Staff to wear gloves and wash hands after handling items from home such as bags, packed lunch boxes
- Staff to bring in only essential items. Bags to be spread out in office.

COVID-19 Complications in Children

Note diarrhoea and vomiting could be a symptom of COVID-19 in children – if anyone experiences these symptoms they are asked to stay off from preschool for 7 days.

There is growing evidence that children may be vulnerable to a rare but serious complication triggered by COVID-19 infection. Although rare, staff should be aware of the symptoms which are similar to toxic shock syndrome and Kawasaki disease. Symptoms include:

- A fever that lasts more than 5 days
- Severe belly pain, diarrhoea, or vomiting
- Bloodshot eyes
- A skin rash
- Change in skin colour -- becoming pale, patchy, and/or blue
- A hard time feeding in babies, or a child too sick to drink fluids
- Trouble breathing or breathing very quickly
- Racing heart or chest pain
- Tiredness, crankiness, or confusion

Early Years Foundation Stage (EYFS): Coronavirus Dis-applications

Temporary changes - or disapplications - to the EYFS that came into force on 24 April 2020 and came to an end 25th September 2020.

Between 26 September 2020 and 31 August 2021, all EYFS disapplications, will be reapplied if the ability of providers to comply with the EYFS is impacted by coronavirus-related restrictions or requirements which have been imposed by government, such a local or national lockdown.

The full guidance can be found at <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

To support early years providers who remain open to vulnerable children and children of critical workers during the Covid-19 outbreak, the Government has temporarily disapplied and modified certain elements of the EYFS Statutory Framework.

These changes come into force on 24th April 2020 and will last throughout the Covid-19 outbreak or until the Government stipulates otherwise. The long end date of the legislative changes is shown in regulations as 25th September 2020, but these will be reviewed on a monthly basis and dis-applications and modifications may be lifted earlier, for instance if Government advice on self-isolation and social distancing is amended.

In recognition that for settings that have remained open during the outbreak may need time to get back to full staffing levels there is a transitional period of up to 2 months, following the Covid-19 outbreak, where the dis-applications around staffing qualifications will still continue.

All other dis-applications and modifications will cease once the temporary changes are no longer in force at the end of the Covid-19 outbreak. At that point providers should follow existing EYFS Statutory guidance. Providers will be notified when the period ends via official government channels.

Throughout the amendments, the term 'reasonable endeavours' has been used for the learning and development requirements and welfare requirements relating to staff qualification levels. For the Paediatric First Aid requirement, 'best endeavours' has been used. 'Best endeavours' is a higher level requirement than 'reasonable endeavours' and is used here to ensure meeting Paediatric First Aid requirements takes priority over the other areas of the EYFS framework that has been changed.

Learning and Development Requirements

The Change – during the Covid-19 outbreak early years providers should use reasonable endeavours to meet the existing learning and development requirements, instead of this being something they 'must do'.

This means that whilst providers should try and meet existing requirements as far as possible, it is recognised that these are extraordinary times and there may be occasions where it will not be possible to provide activities and experiences across all seven areas of learning for all children all of the time.

Assessment – Progress check at age 2

The change – the progress check at age 2 will not need to be undertaken during the Covid-19 outbreak

This means, every effort should still be made to complete the progress check for children still attending but realise this may not be possible. Therefore these can be completed for ALL children (attending and non-attending) after the temporary measures are lifted.

However you still need to remain alert to any emerging concerns about a child in your care and endeavour to provide or seek additional support if needed.

Staff Qualifications and Ratios

The Change – ratio requirements stay the same in the majority of cases but, during the Covid-19 outbreak, exceptions can be made to the qualifications that staff hold in order to be counted in the ratio requirements.

Providers should use reasonable endeavours to ensure that at least half of staff (excluding the manager) hold at least a full and relevant Level 2 qualification to meet the staff: child ratio requirements, but this will not be a legal requirement.

Ratio requirements will remain the same.

It is expected that all settings try to meet existing requirements for staff at level 2 as far as is possible. This change should only be applied where this cannot be met for example, due to staff absence due to the impacts of Covid-19 means that this is not possible.

Paediatric First Aid

The change – the requirement for at least one person who has a full paediatric first aid certificate to be on the premises at all times when children are present remains in place where there are children below the age of 24 months attending. However, if the setting only has children aged 2-5 years attending providers must use their best endeavours to ensure one person with a full PFA certificate is on site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or Emergency PFA certification is on site at all times children are on the premises.

New staff at either Level 2 or 3 will not need to hold a Paediatric First Aid Certificate within their first 3 months in order to be counted in staff:child ratios during the Covid-19 outbreak but this must be booked for them to attend within the 3 month period of when then the outbreak restrictions are lifted.

There has been a 3 month extension placed on current PFA certificates that expire during the Covid-19 outbreak. Managers must record any staff this effects and they must be booked onto the next course as soon as they can.

Safeguarding and Welfare

All other aspects of the safeguarding and welfare section of the EYFS framework still apply, including requirements relating to child protection arrangements.

Settings must continue to have a designated safeguarding lead take responsibility for safeguarding.