



Coronavirus COVID-19, Management of setting, staff, and children.

This policy was adopted by the Kingswood Pre-School Group on 22/09/2020

Policy review date: 22/09/2021

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

Policy statement

We aim to provide care for healthy children through preventing cross infection of COVID-19. We will do this by following Government guidelines. This will help to ensure that the Kingswood pre-school and all that attend are kept as healthy as possible. Public Health England and DFE are clear that if early years settings apply comprehensive infection control measures, then the risk of transmission will be lowered.

Our Responsibilities as an Early Years Provider

- Safeguarding. We will work with local agencies, services to actively look for signs of harm given the greater risk of harm that children may have been exposed to through the COVID-19 outbreak.
- We will continue to support the learning and development of, and the caring of, the children who attend, as set out in the early years foundation stage (EYFS)
- In the case of vulnerable children, particularly those with social workers, we will continue to encourage these children to attend regularly and will notify their social worker if they stop attending.
- We will continue to plan and implement the '**system of controls**', building on the hierarchy of protective measures that have been in use throughout the COVID-19 outbreak.
- We will continue to comply with health and safety law, which requires us to assess risks and put in place proportionate control measures.
- We will continue to keep risk assessing for children with special educational needs and disabilities.
- We will continue to work with our local authority monitoring the demands for early years places.
- We will ensure that all staff understand the '**system of controls**' and how they are applied in the setting
- We will ensure that all parents and carers are aware of the '**system of controls**', how this impacts them and their responsibilities on supporting it.

Systems of Control:

This is the set of actions early years settings must take, which when implemented in line with a revised risk assessment, these measurements create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced for children and staff:

Prevention:

1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings**
2. **Use of face coverings (*based on current evidence and the measures we are 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 will be minimal. For close contact with children staff may wear face shields instead. We insist on the use of face coverings for all adults in or visiting the setting.*)**
3. **Clean hands thoroughly, more often than usual**

4. Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach
5. Continue enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
6. Minimise contact between groups where possible. Remove toys that may encourage close contact between children like play houses and tunnels.
7. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all settings, all the time

Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances

Number 7 applies in all specific circumstances

Response to Infection:

8. Engage with NHS Track and Trace
9. Manage confirmed cases of coronavirus (COVID-19) amongst the setting community
10. Contain any outbreak by following local health protection team advice
11. Notify Ofsted and the Nursery Owner.

Numbers 8 to 11 must be followed in every case where they are relevant.

Coronavirus COVID-19 Symptoms:

Recent onset of the following symptoms could indicate infection:

- A new continuous cough
- A high temperature
- A loss of, or change in, your normal sense of taste or smell

For most people, COVID-19 will be a mild illness.

Children are likely to become infected with COVID-19 at roughly the same rate as adults, but the infection is usually mild.

If anyone has any of the symptoms above, they should self-isolate at home for 10 days from the start of symptoms with any other members of the household isolating for 14 days. A child or adult displaying symptoms will not be permitted on the premises.

Procedures

Attendance

No one with symptoms should attend the setting for any reason.

All children who normally attend the setting will be encouraged to attend. Those children who were previously shielding are now able to attend as shielding advice for children and adults was paused on the 1st August 2020.

Children, staff and other adults must not come into the setting if they have **ANY** COVID-19 symptoms or have tested positive in the last 10 days, anyone developing symptoms during the day will be sent home. Families should notify Kingswood pre-school as normal if their child is unable to attend so that staff can explore the reason with them and address any barriers. We request that parents and carers limit the number of settings their child attends to one, this also applies to staff. In situations where a child requires specialist support from another setting this must be discussed with the Manger and SENCO before commencement.

Settings should be mindful that many parents and carers may be anxious about sending their child back to childcare. Clear communications with parents and carers regarding measures being taken to ensure the safety of their children will be necessary, including the role that they play, as parents and carers, in the safe operating procedures.

Child drop off and collection

Parents are advised of our staggered start and finish times to avoid large groups gathering. Parents and staff must respect the 2 metre social distancing rules. Parents and/or carers will not normally be allowed entry into the setting, children will be dropped off and collected at the door/gate. We will request that where possible only 1 adult per child at drop off and collection and ideally no siblings. Buggies/scooters or similar must not be left at the setting and children are to be encouraged not to bring in toys from home.

If a child shows any symptoms whilst at the setting

- If a child presents with any of the above symptoms, we will call the parents to collect the child immediately and they must self-isolate for at least 10 days.
- The child will be isolated with a member of staff who will be wearing full Personal Protective Equipment (mask, eye protection, gloves, and apron) whilst looking after the child. Any member of staff who has 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, if they develop symptoms they should arrange to be tested for COVID-19 and follow self-isolating guidelines.
- When the child is collected, parents will be advised to have their child tested and follow the self-isolation rules as above. It is advised that other members of the household should also self-isolate for 14 days from when the symptomatic person first had symptoms
- If the test comes back as negative and they feel well and no longer have symptoms they may return to the Pre School.
- If the test is positive, parents are requested to inform Kingswood preschool so that appropriate action can be taken and follow the Government guidelines for households.
- 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 detergent and disinfectant after they have left to reduce the risk of passing the infection on to other people.

If a child or member of staff tests positive the setting will 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. The local health protection team will work with the setting in this situation to guide them through the actions they need to take. The local health protection team will provide definitive advice on who must be sent home. **Based on advice from the local health protection team, settings may need to close, advising all children and staff to self-isolate for 14 days.**

If a member of staff shows any symptoms whilst at the setting

- If a member of staff presents with any of the above symptoms, they will be sent home immediately, and they will be asked to take a test.
- If the test result is a negative result and they are showing no other symptoms, then they may return to work.

Containing any outbreak by following local health protection team advice

If settings have two or more confirmed cases with 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 who will advise if additional action is required.

Limiting the spread of the virus – infection control

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

The risk of infection depends on many factors, including:

- The type of surfaces contaminated
- The amount of virus shed from the individual
- The time the individual spent in the setting
- The time since the individual was last in the setting.

The infection risk from COVID-19 following contamination of the environment decreases over time, studies of viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Changing

When changing children's pull ups, normal procedures should be followed. Children will be encouraged to take part in the process as much as they can. In addition, adults should stand at the side of the child when assisting them. The nappy changing area will be cleaned with disinfectant after each use.

Cleaning and Disinfection

All touchable surfaces within the Kingswood pre-school should be cleaned during the session regularly with a solution of household detergent and water using disposable cloths all detergents and disinfectants to be diluted as per the manufacturer's instructions. At the end of each session a thorough deep clean of the whole setting including toys and equipment used will be completed using either a steamer, Milton sterilising solution, a solution of household detergent and water using disposable cloths, all detergents and disinfectants to be diluted as per the manufacturer's instructions. All used cloths to be disposed of in the usual way. Any soft furnishings must be steam cleaned or washed every day. Toilets and hand basins will need to be cleaned regularly during the session also.

In the case of someone becoming symptomatic, all surfaces that they have been in contact with must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as bathrooms, door handles, tables, chairs, and toys.

The person carrying out the cleaning under these circumstances must wear full PPE to protect their eyes, mouth, and nose. These items along with any used cloths should then be double bagged, stored for 72 hours in a suitable and secure place until the individual test results are known. If there is a negative result, then the waste can be disposed of as normal. If a positive result comes back, then the waste should be securely stored for 72 hours then disposed of in the normal way.

If storage for at least 72 hours is not appropriate or possible, arrange for collection as a Category B infectious waste by your local waste collection authority or a specialist clinical waste contractor.

Any mops used will need to be disposed of.

Personal Protective Equipment (PPE)

Public Health England does not (based on current evidence) recommend the use of face coverings in settings. Public Health England also advises that for 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 children's development.

If a child presents with COVID-19 symptoms and needs isolating, the adult with them will wear full PPE (eye protection, face mask, gloves and an apron), this will then be disposed of as above and hands washed for at least 20 seconds, eye wear will be sterilised.

All clothes can be washed as normal, as per the manufacturer's guidance. We request that all those who attend the nursery (children and staff), have a change of clothes available to them should they be needed.

Staff and children will be requested to ensure they wear clean clothes, changed daily.

Visitors and non-staff members into the setting

Wherever possible it is advised to avoid visitors to the setting. If essential professionals are needed to support delivery of a child's EHC plan, settings should assess whether they need to attend in person or virtually. If they

need to attend in person, they should closely follow the settings protective measure and where possible social distancing should be observed. The number of visitors should be kept to a minimum.

For contractors, carrying out any repairs etc, settings should ensure social distancing and protective measures are carried out, trying to arrange for contractors to come outside of setting hours, a record should be kept of all visitors where possible.

Parents and carers should not be allowed into the setting unless essential, and children should be dropped off and collected at the door.

New Admissions

If parents and carers are keen to visit our setting in person, we will take the following into consideration:

- Ensuring face coverings are worn if required in line with arrangements for staff and other visitors
- There is regular handwashing, or the use of hand sanitizer, especially before and after the visit.
- Where possible we will hold visits after hours, where this is not possible we will limit visits to the outside play areas during regular hours, and ensure strict social distancing is observed.
- Prior to a visit we will ensure that parents and carers are aware of our '**systems of control**', their responsibilities during their visit and how to maintain social distancing from staff and children other than those in their care.

Parents settling children

Following guidance from PHE and DFE, parents and carers' will be able to enter the setting to help children to settle should it be essential to their wellbeing. We will ensure that parents and carers:

- Wear face coverings
- Stay for a limited amount of time (ideally not more than an hour)
- Avoid close contact with other children
- Are aware of our 'systems of control' and their responsibilities in supporting them when visiting.
- **Should a parent stay longer in the setting than 30 minutes they MUST scan the QR code for track and trace located at the front door.**

We will engage with the NHS Test and Trace process.

We will ensure that all staff and visitors understand the NHS Test and Trace process. We will ensure that staff, parents, and 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 stay at home to self-isolate if they develop them in setting. All children can now be tested.
- Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by the NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who tests positive for COVID-19

Tests can be booked online through the NHS Website, or ordered by telephone via NHS 119. Staff also have access to testing through Kent County Council, details will be provided should they be needed.

Process in the event of local outbreaks

We will work with central government and Kent County Council, following their guidelines should a local lockdown come into effect.

Outings

Settings should maximise use of private outdoor spaces. Early years providers may take small groups of children to outdoor public spaces, provided that a risk assessment demonstrates they can stay 2 metres away from other people wherever possible. This should be restricted to small groups and should be done in line with wider government guidelines on the number of people who can meet in outdoor public places. Providers should not take larger groups of children to public outdoor spaces at one time.

Music, dance and drama

Following government guidance in relation to organised group activities we will endeavour to maintain social distancing in these activities and where possible it will be outside.

Safeguarding and Welfare

Settings must continue to take all necessary steps to keep children safe and well during this period and have regard to the government's statutory guidance on Working Together to Safeguard Children. The safeguarding and welfare sections of the EYFS foundation framework still apply, including requirements relating to child protection arrangements. Settings should work closely with local authorities.

As more children return to settings, settings should consider the mental health, pastoral or wider wellbeing support children may need, including bereavement, and how to support them to transition back into the setting after a long period of absence. Particular care will be needed in supporting children with SEND to return to the setting. Readjustment to routines in a setting may prove more challenging for some children with SEND than others, and consideration and planning will need to be given as to how to support these children.

We will regularly review and update our child protection arrangements, taking into consideration:

- How to identify and act on new safeguarding concerns about individual children
- Designated safeguarding lead (and deputy) arrangements
- Any updated advice received from the local safeguarding partners
- Any updated advice received from the local authority
- Working arrangements with children's social workers and the local authority
- What staff should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children

Further guidance

- Actions for Education and Childcare settings to prepare for wider opening from 27 July 2020 - <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- COVID-19: Cleaning in non-healthcare settings - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- COVID-19: Implementing protective measure in education and childcare settings - <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Children/staff with symptoms

- Isolate for 10 days
- Household isolate for 14 days

Visitor with symptoms

- Do not enter premises

Children with symptoms at pre-school

- Contact parent to collect immediately
- Isolate child with staff member in PPE
- All contact areas to be disinfected after person with symptom leaves

Parent's actions following child's symptoms

- Request parents to seek a test
- Child returns to pre-school if test negative and no longer have any symptoms

Staff with symptoms at pre-school

- Go home immediately, take a test
- Returns to work if tests negative and no longer have any symptoms
- All contact areas disinfected

Child/Staff member tests positive

- Self- isolate for at least 10 days from the onset of symptoms.
- Return to work if no symptoms other than cough or loss of sense of smell or taste
- Follow local Public Health Advice on further steps.
- Inform Ofsted (on 0300 123 1231) & Local PHE (on 0300 303 8537 - East of England - Harlow)