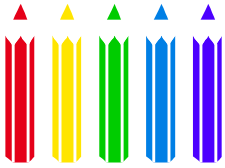


Green Lane Nursery and Childcare Centre



Covid-19 Procedures Policy

The management team and governing body strongly believes that the health and safety of pupils, families and staff must be the main priority. This plan outlines how we plan to operate within the setting to ensure we minimise the risk of infection.

Staff will endeavour to provide a safe working environment for the children however as we are sure you will understand, it is not entirely possible to eliminate risk.

Room Arrangements

All children will be in the room appropriate for their age, following the correct staffing ratios for the room.

Effective Infection Protection and Control

Each room will have staggered outdoor play and will eat their lunch and snacks in their room.

Each room will have its own supplies of hand sanitiser, disinfectant, cloths and own supplies of handwashing materials.

Children will have hand sanitiser applied to their hands when they enter and exit the setting, normal hand hygiene will be adhered to, such as before and after eating, after outdoor play and whenever deemed necessary.

Staff will monitor the use of the restrooms. Toilet doors will be propped open and staff will ensure that children wash their hands, they will also have to apply sanitiser before entering the room.

Children will be encouraged to use the 'catch it, bin it, kill it' approach. Each room has its own lidded bin that will be sanitised regularly throughout the day. The children will be required to wash their hands thoroughly and apply hand sanitiser.

Parents/carers are required to provide an unopened pack of nappies if required, the packaging will be sanitised by staff and named. Spare clothes will be provided by nursery if necessary, we will not expect these items to be returned.

Parent/carers are required to provide a sanitised dummy in a plastic bag to remain on the site if required.

Any children requiring paracetamol are not permitted into the setting until 48 hours from when it was last administered, as this may mask an illness.

Children with symptoms of a cold must not attend the setting.

Parents/carers and staff are advised against the use of public transport to minimise the risk of contamination within the setting.

Personal Protective Equipment (PPE)

The government guidance states that face coverings/masks do not need to be worn in education and childcare settings unless a child begins displaying symptoms whilst at school or nursery, in which case "a fluid-resistant surgical face mask and safety goggles should be worn by the supervising adult along with disposable gloves and an apron if a distance of two metres cannot be maintained. A supply of masks will be available in the office and in changing areas.

Staff will be required to wear a mask whilst changing nappies, along with disposable gloves and a disposable apron.

Arrival and Departure Arrangements

Children attending the Minnie's Rooms will be dropped off and picked up at the double doors through the garden. The children attending the Little Tigger's Room will use the Little Tigger's entrance. The children attending the rising 3's Room will use the current Pre-School entry door and the children attending our new Pre-School Room will use the door in the playground using the Dale Road entrance.

No parents/carers will be permitted in the building, drop off and pick-ups will be strictly at the door. We ask that only one parent/carer drop off/pick up their child.

Families must follow the social distancing rules at all times. Parents must find a safe place to park outside the nursery/school grounds if coming by car. They are requested to follow the one-way system for pedestrians, using the two metres distancing indicated. On arrival children will have hand sanitiser applied before entering the room. Staggered drop off and pick up times will be put into place if necessary to avoid contact between parents and children.

Safeguarding

Mel Mitchell will be available at all times to address any safeguarding concerns, this must be done in the usual way with staff remembering to follow social distancing. All of the staff are qualified in Safeguarding.

Fire Safety & First Aid

All staff onsite are first aid trained.

In the event of an evacuation from the building, the children will be lead to our existing assembly point, however staff will ensure that each group follows social distancing rules. Each room will use their designated door unless this is inaccessible in the event of a fire.

Contractors and Visitors

Only the named staff and children booked in are permitted into the building.

External cleaners will clean before the setting opens. They will be briefed by the Manager about procedures put in place to minimise the risk of contamination. They will be issued with this document to read and sign to form an agreement. They will be expected to wear a mask, gloves and an apron, provided by the setting.

Contractors will only be allowed on site if essential and will be provided with a mask, gloves and an apron to put on before they enter the building. Hands must be sanitised upon entry and exit of the building.

Health and Safety

Cleaning will take place at the start of the day by our cleaning team, this will include disinfecting surfaces, tables, taps, door handles, bin lids etc, at lunchtimes (by staff) and at other times as staff deem it necessary, for example if shared equipment has been used. Any shared equipment will be cleaned after each use.

Staff will need to socially distance throughout the day and use hand sanitiser upon entry and exit into and out of the setting and also between rooms. Staff will be asked to ensure excellent hygiene practices.

Staff will be given guidance and training by the Manager prior to returning to the setting, they will study the Risk Assessment and this document in great depth with the Manager. Staff will be asked to sign to acknowledge they are happy with the procedures that have been put into place and confirm they will follow these.

Lunch and Snack Provisions

Parents/carers have been asked to provide a cold packed lunch in a named disposable plastic bag (with sandwiches wrapped in foil etc) that are accessible to the children. School lunches are available, however this is a limited menu provided by the school. These will be eaten within the room.

We will provide a piece of fruit to each child for snack to help reduce cross contamination.

We will be able to give breakfasts and teas, however these must be cold and supplied in same way as the lunches.

Children will be provided with a drink that will be washed immediately after use.

If a baby requires bottles of milk, sterilized bottles to remain in the setting must be provided along with unopened formula. Staff will ensure bottles are named, washed and sanitized after each use. Clear making up instructions must be provided.

Outdoor Play

Each room will use their own outdoor area, except for Little Tigger's and the Rising 3's who will have staggered play in the outdoor area throughout the day.

No swimming lessons or trips to the library will take place.

Children may be taken off site for a walk but this will be in an open space to ensure the staff and children do not come into contact with other individuals.

Cleaning and Hygiene

Each Room will be fully cleaned each morning by our cleaners. Staff will be requested to sanitise resources after each use when necessary. Door handles, taps, toilets, bin lids will be sanitized at regular intervals throughout the day and this will be recorded on the Cleaning Register.

All staff and children must frequently wash their hands with soap and water for twenty seconds and dry thoroughly and sanitise hands upon arrival and exit of the setting.

The Manager will be responsible for ensuring each room team has enough products to disinfect each room. Any shared equipment will be cleaned after use. Rooms are required to have a full supply of hand sanitiser. Toilets to be stocked with soap and dispensers. Disposable hand towels to be used.

Communication with Parent

Parents/carers are advised to read through this document via our website and also advised that our Risk Assessment can be viewed on there. Emergency contact numbers will also be checked.

If parents/carers have any queries or wish to discuss their child with a member of staff, they will be asked to telephone the nursery to reduce the amount of contact with parents/carers.

We encourage parents/carers to make payments via bac's payments, however if this is not possible we will accept cash or cheque payment.

Out of Hours Provision

Breakfast Club will be located in the school dining hall. The main school entrance door will be checked in intervals of fifteen minutes to collect children and bring them into the setting (7.30, 7:45, 8:00, etc).

After School Club will be located in the school hall. Parents/carers are required to ring the Club mobile on 07790 104413 when they arrive in the car park to collect their child, a member of staff will bring the child to the school main entrance door.

The rooms will be separated into two areas, one for the Key Stage 1 bubble and one for the Key Stage 2 bubble. Each bubble will consist of no more than ten children each day. The member of staff for each bubble will remain the same.

Each bubble will have their own resources to use, these will be sanitised at the end of each session.

We will provide a piece of fruit to each child for snack to help reduce cross contamination. Children can bring a snack in a clear plastic bag if they wish to. Children will be offered milk and water, this will be provided by a member of staff. Children will be offered a choice of cereal at breakfast club, this will be prepared by a member of staff.

Outdoor play will take place on the school field.

Communication with Directors

All communication between the Management Team and Directors will be electronically using virtual meetings when necessary.

What happens if someone becomes unwell at the setting?

Anyone who becomes unwell will be isolated in a separate room and supervised by a member of staff wearing a facemask, safety goggles, apron and gloves until they can be safely collected.

The child's temperature will be taken using a digital thermometer with a hygiene cover on it, each room has their own thermometer.

If it is a child, the child will be asked to self-isolate for fourteen days. We ask that parents/carers ensure that their child does not attend the setting if they have been in contact with an individual who has Covid-19 or has any of the symptoms, as per Government guidance.

If a member of staff becomes unwell, they will be asked to leave the premises immediately and arrange testing. The member of staff will not be permitted back onto the premises until they have had a negative confirmation or shielded as per the guidance provided by the Government.

What happens if there is a confirmed case of coronavirus in a setting?

In the event that we have a confirmed case of Covid-19, whether it be a member of staff or child, we will contact parents/carers advising them to pick up their child as soon as possible, the setting will close to enable a deep clean to take place. The setting will re-open as soon as the deep clean has been performed. The children and staff in the room that the child attended will need to isolate for a period of two weeks. The Manager will report the case to RIDDOR.

Childcare Fees

Whilst we are instructed to remain open to all children by the Government, all fees continue to be payable if a child is absent from the setting as per our Payments Policy.

All of our policies remain in place.

2nd November 2020