

Addendum to Policies throughout COVID-19

Arrivals and departures

- We are asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults at the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult.
- Staff will have registers, so attendance can be marked immediately on entry
- Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child
- All parent/carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing markings outside of the setting to show these
- There will be a Phased drop off and collection from either the front door or the back gate, depending on which room your child attends as this will allow us to be able to monitor the amount of adults dropping off and collecting at one time
- Written handovers about your child's day will be given on collection, this will ensure that contact between staff and parents is minimal and swift.
- On arrival all children will have their temperatures taken by a staff member and hands washed.

We will continue to keep you up to date as government guidelines change and we review our practice.

Child registration form

- We are reviewing our registration forms and asking parents to update these making any amends as deemed necessary.
- As many families are currently not able to mix with other households, emergency contacts will need to be reviewed and a process in place for what to do if parents cannot be contacted.

- All contact details need to be reviewed to ensure that they are all correct.

Transitions

Moving rooms

- Where possible children will return to the room in which they left and settle back in there to relieve any separation anxiety, however there will be some occasions this isn't possible due to the amount of children in the room.

For any children going to school

- We will work together with all schools that children are going to and attempt to do all we can to help ease this transition, including making up school packs with photos of the teachers and building; reading stories, engaging in role play, setting up video calls, meetings and where possible visits. We will also work with parents to try to alleviate any worries and anxieties.

Any children moving from another setting that they have attended during the lockdown

- (key worker children): In these cases, with parental permission, we will attempt to speak to the childcare provider that the child has attended to discuss interests, development, and next steps.

Children attending another early year's provider

- We are asking parents that where children attend another setting or childminder to discouraged sending their children to both settings for the time being and to just stay with just one provider to minimise risks.

Admissions

We will work with all families that have not attended the setting during the lockdown period to arrange suitable settling times. These may include video calls to begin with, to minimise the time spent in the setting. Settling visits may be planned based on individual needs, taking in to account the age/stage of development and how the child feels about returning.

Where settling visits are required, different options will be considered such as:

- Whilst the nursery is still closed, so there are no other children/adults around
- Settling visits outdoors

- Shorter sessions to begin with building up to the full session
- The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery. We may have to suspend these. Most of the information will be gathered over the telephone/ email to limit the time spent in the setting.
- Once children are settled parents will be asked to follow the same drop off/collection procedures as the other children,

Visitors

- At this time where possible parents are not able to come into the nursery we will communicate via telephone, email and our usual online channels and ask you to do the same to share information about your child. We may contact you via phone to discuss any other matters rather than face-to-face, and any accident or incident forms will be emailed to you that day.
- We will continue to keep in touch with any families and children not yet returning to nursery and keep sending through home learning ideas.
- Nursery events/parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change. Attendance to the setting will be restricted to children and staff where practicable.
- Visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus. The supervision of visitor's policy will be followed in these cases.
- Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for example to ring the bell and leave the delivery at the door.
- Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.

Visits and outings

- To help ensure the safety of staff and children no external visits and outings from the nursery setting will take place during this pandemic. This will be reviewed in line with government guidelines.

Special Educational Needs (SEND)

- Vulnerable children continue to be encouraged to attend the nursery where it is appropriate for them to do so.
- Children, young people, and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, have been advised to shield and are not expected to attend nursery. Therefore, we will continue to support them to learn at home, as much as possible.
- Due to the lockdown and as per the Early Years Foundation Stage: coronavirus disapplication's adjustment, the EYFS two-year-old progress check requirement may mean that some progress checks are delayed. These will take place as soon as is reasonably practical and any areas where a child's progress is less than expected, we will put a plan in place with activities and strategies to address any concerns.
- Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.

Safeguarding Children

- We will continue to follow our comprehensive safeguarding policy and procedure.
- We will ensure that we keep in contact with families not attending at this time and will have regular contact with SEN children and families.
- In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- The DSL and Deputy DSL are staff who are in the Nursery daily and or available via telephone, so the process stays the same.
- We will act upon any updated advice received from the Local Authorities e.g. EHC plan risk assessments, attendance and keep in touch mechanisms.
- If staff have any new concerns about a child or another staff member our process stays the same and they must follow the Whistle blowing procedure and flag this up to the DSL /Deputy DSL.

Behaviour Management

- The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic, and this could result in changes to their behaviour. This will be monitored, and the policy will be reviewed in line with this, where required.
- Staff are aware of the importance of attachments and that some children may experience separation anxieties during this time. They will work with parents to ensure they help to ease the transition back to nursery and give children the emotional support they need at this time.

Staff

Supervisions

- Owners/Managers are very conscious of the well-being of all staff during the pandemic and the worries they may have as they return to caring for children. Regular meetings/supervisions will be planned to support staff. Discussions will take place around the need for flexible working practices in a way that promotes good work-life balance and supports the nursery
- Having a good communication policy and, sharing plans and risk assessments will help to manage anxieties about returning to work. Staff workloads will be carefully managed during this time with the emphasis on playing with the children, settling them back in, offering lots of support and reassurance.

Training

- Where possible, meetings and training sessions should be conducted in small groups where social distancing is able to take place.
- All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.

Administration of Medicines

- Routine testing of children's temperatures will take place. We remind parents and staff to follow national advice on Covid-19 symptoms. We ask all staff and parents to follow government advice if anyone in their household displays any symptoms.

- Staff and children in all early years' settings will be eligible for coronavirus testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to nursery, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting.
- We will work with staff and families where testing is required to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected.
- If a child has a high temperature whilst at nursery, parents will be called immediately. The child will be cared for in a separate room from the other children and the staff member will, in these cases, wear a face covering to minimise the spread of infection.
- Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people.
- They will be comforted and reassured whilst waiting for collection, as per our usual policy.
- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.
- In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.
- Prescribed medication will be reviewed on a case-by-case basis, taking into account the reason for the medication.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Cleaning the affected area with normal household disinfectant after someone with symptoms has left, will reduce the risk of passing the infection on to other people.

Planning

- There will be some gaps in children's assessment records due to the lockdown period. As children settle back into nursery there will be a strong focus on personal, social, and emotional development and re-establishing strong attachments.
- We will spend time observing and assessing children's development, working with parents to find out current interests and plan appropriate next steps.
- Children that have not had a two-year old progress check will be planned in due course. All information and reasons for any delays will be documented.

Health and Safety

We will continue to follow the Health and Safety policy for national outbreaks of infection/health pandemics. In addition to this:

- We will carry out more frequent cleaning of toys and resources consistently throughout the day especially where children have explored anything with their mouths.
- Equipment and resources that cannot be easily cleaned, for example soft toys, will not be put out during this time. Any unnecessary items in rooms will be stored elsewhere, where possible.
- Children will be discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being.
- We will continue to monitor advice regarding any pregnant members of staff returning to work, in these cases we will ensure specific risk assessments are in place as per usual.
- As per government guidelines, a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can still continue to attend their childcare setting.

Risk assessment

We will carry out a full risk assessment before opening. This assessment directly addresses risks associated with coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families, and staff.

- We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.

- Appropriate health and safety checks will be conducted prior to reopening including legionnaires checks.

Social distancing:

- The early years sector knows that unlike older children and adults, babies and young children cannot be expected to remain two metres apart from each other and staff. The government guidelines acknowledge this through advising grouping measures that are in place.
- Lifts will be avoided other than where essential.
- We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.
- Government guidance is that PPE is not required for general use in early year's settings to protect against COVID- 19 transmission. PPE will be continued to be worn as normal for nappy changing and the administration of paediatric first aid.
- PPE will also be worn by staff caring for a sick child while they await collection if two metres cannot be maintained (such as for a very young child or a child with complex needs.)
- During everyday practice, staff and children will not be asked to wear face coverings as per the government guidelines.
- We will ensure an adequate supply of essential supplies by ordering in advance. Contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for the management of infection control.
- In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.
- Staff are reminded to ensure personal hygiene at all times, including washing hands as they enter the building and periodically throughout the day.
- Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping light switches, kitchen areas.

- All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. Staff are encouraged to stay in at break times, where possible.
- Staff are asked to wear a clean uniform each day.
- Staff are encouraged to drive alone, walk or cycle to work and avoid public transport at peak times, where possible. We have advised staff of the guidance on precautionary measures to be taken when travelling using public transport.

Infection Control

We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread.

In addition to this we will:

- Implement robust handwashing routines with extra stations, where possible. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered
- Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing
- Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose (consider face washing with children where appropriate)
- Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste; promoting the 'catch it, bin it, kill it' approach for all staff and children
- Ensure that help is available for children who have trouble cleaning their hands independently
- Encourage young children to learn and practise these habits through games, songs and repetition

- Ensure that lidded bins for tissues are emptied throughout the day
- Clean frequently touched surfaces often using standard products, such as detergents and D10 (including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, wiping down toilets after each use, light switches, bannisters)
- Where possible, ensure spaces are well ventilated using natural ventilation (opening windows)
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Take steps to ensure symptomatic individuals do not attend nursery
- Minimise contact and mixing as much as possible (such as by staggered break/mealtimes, keeping staff and children in smaller consistent groups, ensuring that the same staff are assigned to each group as far as possible)
- keep children in the same rooms/areas/outdoor area throughout the day)
- Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously.