



Safeguarding and Welfare Requirement: Health

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

Epidemic and Pandemic Policy: Coronavirus COVID-19

Policy statement

Pamphill Pre-school intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed. We aim to provide care for healthy children through preventing cross infection of viruses and bacterial infections. Due to an epidemic or pandemic health warning, we as a Pre-School will make changes in light of Legislation and Leading Authorities such as: Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Considering advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA), Department for Education (DfE), NHS, Hampshire County Council, and Services for Young Children (SFYC). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

Aim of Policy

This Policy defines and assists the operating arrangements in place within the pre-school that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

Method

As early years providers we will ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure wherever possible physical distancing is enabled and the continued implementation of good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents, and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies if they do not conflict with this policy and be guided by the EYFS as best as we can.

The main areas we will be considering are:

- Minimising contact with individuals who are unwell,

- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it),
- Ensuring cleanliness of the environment (especially frequently touched surfaces),
- Minimising general contact and mixing (creating bubbles and limiting numbers),
- The use of Protective and Personal Equipment (PPE),
- Testing.

Focus/ Areas of Consideration / Recommendations

Children

Attendance

- Only children who are healthy, symptom free or have completed the required isolation period should attend the setting.
- If you or your child are showing a high temperature, or a new, continuous cough, - this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hrs or a loss or change to your sense of smell or taste, as per the UK Government guidelines you will need to **self-isolate for 10 days and the family self-isolate for 10 days**.
- All medication given to your child before they are due in **must** be reported to staff prior to you leaving your home, via email or phone, please do not leave before you have spoken to a member of staff.
- **NO** child will be allowed to attend Pre-School if they have been given any kind of medication to lower their temperature.
- Pamphill Pre School staff may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children.
- Families who attend at least two settings maybe advised to only attend one setting, this will depend on the settings risk assessment.
- Parents/Carers **must** inform us prior to leaving the house, to ensure you or your child does not pose a risk to those children and the member of staff in your child's bubble if -
 1. Your child has been admitted to hospital or has seen a doctor recently.
 2. If any immediate family member has recently travelled abroad.
 3. If you have any family visiting you from aboard or another area in the country.
 4. If you or a member of your household or anyone show any Coronavirus symptoms.
- 5. if you or any member of your family has encountered anyone showing signs of the virus.

Staffing

- If a high number of staff are absent from work due to them being self-quarantined or ill, and there is not enough staff to meet ratios, a decision will be made to **close or part close**. In the case of a part closure **priority** will be given to key working parents with **special priority** to frontline jobs (NHS, police, carers, teachers etc). However, we cannot guarantee that priority working parents will receive all their current hours or days. In the case of reduced hours or opening hours parents/carers will be made aware of this as soon as humanly possible, via email. How may this look; we may have to shorten the length we are open

per day or open for less than 5 days a week or we may need to apply a combination of both. We will as previously stated give you as parents/carers as much notice as humanly possible. However, please be aware that these types of decisions may be out of our control as we will be guided by the UK Government, and other organisations such as PHE, NHS, WHO.

Physical Distancing/grouping

- Due to use operating as one whole bubble, if we had a confirmed case we would have to close the setting.
- During hot weather - Sunscreen should be applied by the parents / carers before the child arrives at the preschool. Hats, T shirts covering shoulders and leggings or trouser must be worn to minimise how much top up of sunscreen the preschool staff will do. No sandals or open toed shoes are to be worn.

Wellbeing and education

- Children should be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing for 20 seconds, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime, also encouraged not to touch their faces, Parents are expected to reinforce this learning at home.
- Children should be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- EYFS framework will continue to be delivered through play and adult led activities, wherever possible.
- Lunches including a drink for lunch are to be provided by parents in a clean, named lunch box, containing any cutlery that is needed. This is to prevent cross contamination from using cutlery, crockery, and cups.

Workforce

Attendance

- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- The Manager may consider taking temperature of staff on arrival and risk assessing with regular health and wellbeing questionnaires for returning staff.
- Consideration will be given to limiting the number of staff in the preschool at any one time to only those required to care for the expected occupancy levels on any given day.
- Staff hours, days they work, and length of day may change to meet childcare demands and considerations within this policy.

- Staff are not permitted to travel abroad during term time and are to inform the Manager of travel abroad during the holidays, during an epidemic or pandemic.
- Staff are to inform the Manager before they travel within the country during an epidemic or pandemic.

Physical distancing/ grouping /safety

- Staff will complete a risk assessment before opening to address any risks from the virus, ensure sensible measures are in place to control risks.
- Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the preschool policies and procedures.
- Emergency revisions to the EYFS may have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Staff have been advised by the government not to wear PPE such as facemasks during their day but should continue to wear PPE at the usual times such as intimate care and wear disposable gloves and apron if completing one to one care.
- Staff are to wear PPE if supporting an ill child, a face mask, visor, gloves and apron should be worn if a 2-meter distance cannot be maintained.
- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE apart from the visor which should be disinfected, and then all other PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Staff may be required to oversee specific areas including the outdoors to minimise their contact with surfaces etc. Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open, ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.

Training

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members have been asked to complete an online COVID-19 and an Infection Prevention and control in an Early Years setting course.
- All staff will have received a copy, read, and signed the Epidemic and Pandemic: Coronavirus COVID-19 policy, received appropriate instruction on the standard operating procedure and risk assessments within which they will be operating.
- Online training will be available to allow their training levels to be maintained if appropriate.

Parents

Physical distancing

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Parents are asked to wear a mask at drop off/pick up times and clearly displaying a lanyard if exempt.
- Aim to minimise the 'pinch points' during the day only one parent per family or support bubble will be able to drop off and pick up.
- Any signing will also be done at the gate, this may take longer so we ask you to be patient during this time.
- Drop off and pick up will be done at the garden gate to avoid parents entering the preschool unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained, sticking to government social distancing policies.
- During settling in sessions of new children we may consider allowing a parent to enter the pre-school garden if not doing so would cause a child distress. We will try and make every measure we can to minimise contact between the parent and other children and staff members.
- If the child is too distressed perhaps a delayed start to their preschool entry may be preferred or half hour settling in sessions without their parent.

Communications

- Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents must ensure they keep up to date with Pre-School policies and Tapestry and our closed Facebook page and inform staff of any changes within the family, or with their child/ren etc. via the phone or email, you will not be able to chat with staff at the door as usual.
- Parents should inform preschool of their circumstances and if they plan to keep their child away, this helps preschool to conform to our safeguarding policy.
- Parents may be needed to support the running of the preschool by providing extra resources and consumables the preschool may not be able to source or afford such as cleaning wipes or products, tissues, toilet rolls etc. This is to ensure the safe running of the preschool is not hindered by lack of equipment and resources.

Visitors

- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the preschool unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual preschool operational hours where possible.
- As far as possible parents and carers should not enter the premises.

Travel

- Wherever possible staff and parents should travel to preschool alone, using their own transport or if possible, walk or ride a bike.
- If public transport is necessary, a face covering must be worn and the current guidance on the use of public transport must be followed.
- Parents cannot leave travel accessories including buggies, car seats, scooters in the setting premises or grounds.
- Outings from the preschool into the local community will be restricted to ensure mixing with members of the public does not happen.

Hygiene and Health & Safety

Hand Washing

- All children and staff must wash their hands upon arrival at the pre-school for at least 20 seconds.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their elbow/hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

Cleaning

- An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible to ensure this happens (they may be given an area at the end of their session).
- Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every night.
- A deep clean may be needed after a child has become ill in the area they were waiting.

Waste disposal

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag, lid, and foot pedal.
- Bodily fluids must be double bagged and disposed of following government guidelines.
- Nappies will be disposed of by double bagging and placed in the nappy bin.

Laundry

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.

Risk assessment

- The setting and all activity should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials (playdough, sand, clay) and the suspension of the sharing of food and utensils. This is to be reviewed following guidance.
- Cut down on the available resources out in the preschool.
- Remove anything which cannot be easily wiped down or washed at the end of the day.

PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- Face visors will be worn at drop off and pick up times by the member of staff at the cross over point.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves, and apron if a 2-meter distance cannot be maintained at all times.
- PPE should be disposed of following government guidelines.

Premises Building

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

Resources

- Children will **not** be permitted to bring items from home into the setting unless essential for their wellbeing. Anything that is brought in from home should remain in the child's bag.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean will be removed.
- Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly.

Supplies Procurement & monitoring

- Pamphill pre-School will ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.

- The pre-school will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool washing.

Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they must be collected within 30 minutes and isolated at home in line with the current NHS guidance.
- Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time should be a staff member from the bubble.
- The provider may consider suitable PPE for this staff member such as the addition of face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.

Fees

- If you or your child must self-isolate due to the virus, then full fees will still be charged.
- If we must close due to the UK Government recommendations, then we will follow the advice of our LA regarding charging fees.

This policy was correct at the time of printing and will be overhauled annually. As new government legislation and policies are changed and updated, we will incorporate them into this policy appropriately as and when required. Please appreciate the guidelines are changing often daily as new scientific evidence is coming to light.

Further guidance

- Coronavirus Act 2020,
- Health and Safety at Work Act (1974),
- Health and Safety Executive (HSE),

- Public Health England (PHE),
- World Health Organization (WHO),
- The NHS,
- Dorset County Council,
- Services for Young Children (SFYC),
- UK Government - Cobra Team Briefings,
- Local Authority.

This policy was adopted by

Pamphill Pre-School

On

13th March 2020 (date)

Date to be reviewed

This policy is continuously being reviewed. (date)

Signed on behalf of the provider

Name of signatory

Debbie Gould

Role of signatory (e.g. chair, director or owner)

Manager.