

Checklist for Early Years and Childcare Settings

COVID 19 opening Risk Assessment and procedure

RISK; transmission of Coronavirus between staff/children/parents/visitors

Updated 14th April 2021 S.A.Sexon

Area of risk	Action to be taken
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System of Controls	<p>This is the set of actions early years settings must take. They are grouped into 'prevention' and 'response to any infection'.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#system-of-controls-protective-measures</p> <p>Prevention</p> <p>11) 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.</p>
	<p>2) Use of face coverings.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>6) Minimise contact between groups where possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p>

	<p>Numbers 1 to 5 must be in place in all settings, all the time.</p> <p>Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in all specific circumstances.</p> <p>Response to any infection</p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.</p> <p>10) Contain any outbreak by following local health protection team advice.</p> <p>11) Notify Ofsted.</p> <p>Numbers 8 to 11 must be followed in every case where they are relevant.</p>
Lateral Flow Testing for Staff	<p>Staff are able to access Lateral Flow Testing at Barnstaple Civic Centre twice weekly, and are strongly encouraged to do so as an added layer of safety</p> <p>As from 22nd March Home Test Kits (lateral flow kits) are available to all staff , with twice weekly test results reported to nursery .</p>
Vaccinations	<p>Staff are encouraged to access vaccinations as offered</p>
Children and parents arriving at nursery	<p>Parents are reminded regularly that children should not attend nursery if unwell in any way.</p> <p>Parents are also reminded regularly that if their child, or anyone in their household has coronavirus symptoms they must not come to nursery</p> <p>Temperature 37.8 or above</p> <p>New or continuous cough</p> <p>Loss of sense of taste or smell</p>

	<p>Family members are able to access COVID testing and should ring 119 re testing of under 5 year olds. Absence is until negative Covid test result and the child is well (normal temperature for 48 hour without medication) or 14 days self isolation, and when the child is well.</p> <p>Parents and visitors are asked to wear face coverings when dropping and collecting children and to keep 2 metre distance from staff where ever possible.</p>
	<p>Parents are asked to complete a Covid update form as their children return to nursery, with up dates of personal information, authority to collect within a support bubble, and any developmental milestones to share.</p>
	<p>Belongings from home to be kept to a minimum , keep at nursery if possible.</p> <p>Any necessary belongings (such as comforters and lunch boxes) to be sprayed with Dettol spray on arrival and kept on pegs/out of reach as much as possible.</p>
	<p>Parents will meet staff at the front door, queuing outside at 2metre distance while waiting.</p> <p>Staff from the child's bubble will take the children to their room (if children happily walk in themselves , they will be guided from an available member of staff .</p> <p>At home time, children will be taken to their parent for handover</p> <p>Parents are requested to wear face coverings. (staff also wearing face coverings)</p>
	<p>Remove coats before entering the room and store in cloak area.</p>
	<p>Wash hands thoroughly on arrival at the setting, when changing rooms and before eating, before and after messy play and after using the toilet/potty</p>
	<p>If a child seems unwell or not quite themselves, their temperature is to be taken and send home if 37.8 or above (consider if the child has been running around/change of environment etc and retake if sensible to do so)</p>
	<p>Encourage children to avoid touching their face, eyes, nose, and mouth, without making them anxious</p> <p>Ensure children are reminded regularly to catch a sneeze/cough/wipe their nose with a tissue and put it in the bin , then wash their hands</p> <p>Staff must always wash their hands after wiping a nose</p>
	<p>All children and staff coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, minimise social interactions, as per Government Guidance;</p>

	If public transport if necessary, adults must wear a face covering.
Attending more than one setting	January 2021 families at St Michael's were asked that their children attend only one setting to reduce the number of contacts for our team, the children and our families at home. March 8 th 2021, schools reopen and we made the decision to relax our one setting policy as children will now be exposed to more contacts with their siblings at school.
Children's attendance	Children's attendance is recorded daily on class registers Staff attendance is recorded on weekly rota and signing of weekly time sheet. Absent children will have families contacted to check reason for absence and to ensure any symptoms of COVID 19 are being tested/family self isolating . An absence diary tracks staff and children non attendance and reasons. Children's attendance is reported twice weekly to Department for Education , a requirement. Key focus is on children of Keyworkers and Vulnerable Children. Also note in absence diary dates of child and adult vaccinations for awareness of possible side effects.
Documents/payments	Handling of paperwork/cash etc is to be restricted. Payments of invoices are encouraged by BACS or phone nursery for card payment. Card payment may be made at nursery ; parent waits in porch, member of staff puts in details of amount to pay, antibac the payment machine, hands to parent for PIN details/contactless payment, and the machine is wiped again when staff member continues. First aid/medication/ pre existing injuries/incidents are emailed out to parents for acknowledgement If parents are told at handover,member of staff signs to acknowledge this and it is countersigned by 2 nd member of staff.
Car sharing for staff	Staff are encouraged to walk/cycle to work whenever possible and to participate in the Nursery 'on your bike, on your feet' scheme. Staff who are sharing car journeys (only if necessary); passenger and driver to wear face covering an windows down.
Nursery transport	In the car and minibus; Disposable gloves Disposable face masks Hand sanitiser Anti bac wipes

	<p>After using nursery car or minibus, the driver is responsible to clean all touchpoints; steering wheel, handbrake , radio and controls, window buttons, door hand, seat belt. Sanitiser, disposable gloves, antibac wipes and face masks are available in the car.</p> <p>Contact with catering team; Before entering the kitchen the staff member must wear a face covering. Sanitise hands after visiting the kitchen.</p> <p>When visit petrol station Face covering if entering the pay kiosk Gloves on to use petrol pump Sanitise hands when finished</p>
<p>Play and Learning Daily care</p>	<p>Implement social distancing where possible:</p> <ul style="list-style-type: none"> • Groups to stay within their rooms/area of garden and staff to minimise moving around. • Parents are not permitted to enter the nursery building, staff will be ready to encourage children into the setting from the porch. • Staff wear face coverings in all communal areas and when entering another bubble or alongside staff from another bubble, and when meeting parents at handover times. Staff may choose to continue wearing face coverings in their rooms . (to be aware of children who may become anxious of facemasks or those children who need covering removed to aid communication/understanding. <p>March 8th staff may occasionally work in other rooms, this is noted on registers/rota for tracing at times of a positive case.</p> <p>Daily risk assessment and Covid checklist in playrooms and reception area</p> <p>Minimise the resources available to those that can be cleaned effectively. Shared play may only be used under the strict following of the procedures below.</p> <p>Sand and water may be used in individual trays (with equipment and materials washed / replaced after use) or one tray with children washing hands before and after use and materials disposed and equipment washed after use.</p> <p>Soft toys/cushions to be removed, and any toys difficult to clean (Dettol spray used on furnishings unable to be removed or equipment too difficult to clean .)</p> <p>Toys will not be shared between groups until cleaned (indoors and outdoors toys)</p>

	<p>The EYFS dispplications end on 25th September*. Therefore children's activities should be planned to meet their needs/next steps and interests, our main focus is on children's emotional well being and their three prime areas of development ; Personal,Social and Emotional Development=nt, Communication and Language and Physical Development. *In place again January 2021 , to end March 2021.</p> <p>Children should continue to enjoy a broad range of educational opportunities</p> <p>Sand and water – to consider providing children with their own small tray (supervised water) which can be emptied and antibac cleaned after use.. Sand and water to be thrown away after use. One tray may be used, wash hands before and after play and materials to be discarded after use and equipment washed) Clay may be used for therapeutic play (children must only use their own portion of clay and not share) and then child's final creation must be named clearly and sent home after air drying for at least 72 hours. Playdough, children may have their own portion of playdough to be discarded after use. Messy /art activities – children to wash their hands before the activity and after. Any pots/brushes to be removed if sneezed/coughed/dribbled on during the activity. Children wash their hands after activity and all items to be washed after use.</p> <p>Regular outdoor play in zoned areas (ie each group has their own area of garden, plenty of space to do this) , even eating outdoors if possible.</p> <p>Windows open in very room throughout the day, and doors where safe to do so. If weather is very cold, bursts of window opening periodically during the day.</p> <p>Toys and equipment will be cleaned end of each session (including outdoor play, slides etc)</p> <p>Cushions, rugs should be removed wherever possible, if any items are used they must be removed at end of session to be laundered or sprayed with disinfectant spray and dried.</p> <p>Suncream – staff to apply wearing disposable gloves rather than touching child's skin. Children to arrive wearing sun-cream so only a need for team to apply after lunch</p> <p>Ensure children wash hands regularly and supervised throughout the day, as well as before eating, after coughing or sneezing.</p>
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	<p>Helpful resources to support the children in your setting;</p> <p>https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/supporting-children-in-your-setting-coronavirus/</p>
Reports and Learning Journeys	<p>Two year old checks will continue to be carried out in preparation for children's reviews with Health Visitors</p> <p>Learning Journeys will continue to be tracked for each child and observations from parents during 'stay at home' period have been used as part of this process</p> <p>An update of children's progress will be shared with parents regularly and the website and FB page will be used as avenues to show parents the activities they have enjoyed.</p>
Singing	<p>Singing will continue at nursery, preferably outside, If indoors, windows should be open and children spaced out at circle time. Continue this activity as usual as singing and rhymes are so important for children's and staff emotional wellbeing however do not encourage the volume to increase.</p> <p>Where two bubbles of children come together of a story/singing, the two groups should be spaced with at least 2 meters between the groups and alongside rather than face to face. The storyteller should also maintain a social distance from children not in their bubble</p> <p>If playing background music while children at play, keep to a level to discourage singing at volume.</p>
Music and dancing	<p>We will continue to play music and children to dance as this brings happiness and enriches their lives, and opportunity to express themselves, again ensuring space and with windows open. Do not encourage singing of volume.</p> <p>Playing instruments is not discouraged, outside is preferable, although inside with space to distance and windows open is acceptable</p> <p>Avoid instruments which touch the mouth, such as recorders and whistles.</p> <p>Instruments to be cleaned after use, using antiseptic sprays for intricate objects. Avoid passing instruments around, have enough for the whole group</p>

Environment surfaces	<p>Tabletops will be cleaned with antibac (1% chloride) spray after activities, end of morning play and end of day. Also at any other time when necessary. (such as being sneezed on) * March 2021 introduction of Zoflora disinfectant diluted spray for cleaning surfaces and touchpoints.</p> <p>ALL CLEANING FLUIDS, INCLUDING HAND SANITISER MUST BE KEPT AT ALL TIMES OUT OF REACH OF CHILDREN – ALL STAFF TO BE VIGILANT WITH THIS MATTER.</p>
Sleep	Sleeping – mats/cots to spaced out 2m apart were possible, windows open for ventilation. (and/or doors if safe to do so)
Mealtimes	Children to wash hands, supervised, before and after eating
	<p>Staff to wear apron and gloves to serve and clear up mealtimes</p> <p>Reusable Aprons to be sprayed and wiped clean after use</p>
	One member of staff to dish up meals, limiting touching of serving spoons etc
	Dishes/cutlery/including staff dishes all to be washed in dishwasher or if not possible, then wash in hot soapy water and place in cold sterilising unit.
	<p>Dishcloth and teatowel to go to laundry immediately after use, use new cloth each time. Think about the order dishes are washed; ie</p> <ol style="list-style-type: none"> 1. Serving bowls /trays/ serving spoons first – ie that have not been near mouths etc 2. Dishes/ cutlery etc that likely have saliva 3. Empty washing up bowl regularly 4. Use clean cloth/ disposable cloth for tables and worktops (not the cloth used for dishwashing)
	No shared trays of food; ie children to be given sandwiches/ fruit rather than help themselves from communal plates.

	<p>Birthday cakes; the birthday child to have candles on their own slice of cake , not to blow out candles on a cake to be shared with others (shop bought cake only)</p>
<p>Supporting children whose parents are exposed to Covid-19 (NHS/ social care)</p>	<p>Parents who work with people with Covid-19 symptoms (e.g. medical and nursing staff or social care workers) wear Personal Protective Equipment (PPE), that protects them from being exposed to the virus. Therefore, parents who work with Covid-19 suspected people, are unlikely to be exposed to the virus, unprotected.</p> <p>Parents are not permitted to enter the building and staff to social distance from parents. Face shields will be provided for times when social distance is not possible (handing over small babies)</p> <p>Any child who shows a symptom of cough or temp 37.8 or above or a loss of taste or smell, will be sent home and parent asked to request a COVID test. A child will return to nursery when a negative COVID test is sent to nursery and the child has had a normal temperature for 48 hours without medication, or after 10 days of self isolation at home and when clinically well.</p>
<p>Staffing</p>	<p>The rota will be arranged on a weekly basis to limit contact and to ensure staffing ratios are met in accordance with EYFS . Staffing to be kept to 'bubbles' with 48 hour break between bubbles if needing to move rooms.* If member of staff has spent time with children /staff from another room, covering in an emergency, this needs to be noted on that room's register for PHE to be informed in case of a positive COVID 19 result.</p> <p>*March 2021 staff able to work in other rooms where needed (although movement kept to minimal needs), with rotas and registers tracking staff movements in case of positive case</p> <p>Staff should plan ahead for the day, coming week, to eliminate need to move around the nursery any more than they need to. (collecting up resources for activities etc so not leaving the room more than needed)</p> <p>All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and, outside of setting hours, should minimise social interactions, as per Government Guidance .</p> <p>Jan 2021 National Lockdown ; Stay At Home government guidance</p> <p>Staff to change clothing on arrival and before leaving the setting. Clothes should be washed before wearing again at nursery.</p> <p>Staff to be allocated and work only with their allocated children , however if needed to attend another room staff to be recorded on rota/register to track their movements.</p>

	<p>No mixing of staff across groups where ever possible , to maintain a bubble (if staff do move between bubbles to cover in an emergency this must be noted on the room register for reference in case of positive case)</p> <p>Staff rest facilities allow space for time off at social distance and staff breaks to be spread out to minimise number of staff using rest facilities. If two staff in the staff room they must maintain 2 metres apart while eating/ drinking and have windows open to disperse the air/droplets</p> <p>Staff to clean any touchpoints in the staff room after their break</p> <p>Staff to maintain good health – staff are encouraged to arrange Flu Vaccination in Autumn 2020 , nursery will fund costs for this vaccination.</p> <p>https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/</p> <p>Staff returning to work to have an induction to go through all new procedures</p> <p>To carry out risk assessment for staff who have underlying health conditions/are shielding – discuss for each individual how they keep safe at work or need to work from home/remain on furlough.</p> <p>Jan 2021</p> <p>Expectant staff clinically vulnerable/extremely clinically vulnerable (at 28 weeks or before with underlying condition) –risk assess and take advice from gynae professionals . Staff must maintain 2 metres distance and wear face coverings where not possible.</p> <p>Expectant staff to avoid nappy changing where close contact for a length of time is unavoidable.</p> <p>Extremely Clinically Vulnerable staff to stay at home</p>
Working from home	Admin staff such as finance will work from home wherever possible to minimise number of staff working in the building.
Staffing and social distancing	<p>Staff must wherever possible remain with their ‘bubble’ group and keep social distance from staff and children in other bubbles.</p> <p>Rooms have signage to confirm 1 staff only (kitchen, office, staff rooms)</p> <p>Staff to wear face coverings out of bubble rooms, in all communal areas and still maintain distance from other staff members.</p> <p>An intermittent ‘passing by’ should be done at distant and to avoid face to face conversations within 2 metres. (even with face coverings)</p> <p>Staff breaks to be staggered to avoid staff together from bubbles.</p> <p>Staff from other bubbles may have break together (if not able to be avoided) but must be 2 metres apart during their time in the room , with window open</p>

	<p>Staff have face shields (or may chose to wear face covering) to use at times when social distancing is not possible , this may include in playrooms with children is staff feel safer.</p> <p>Meeting parents at front door</p> <p>Staff meetings (although these will be video chats wherever possible)</p> <p>Working in a room with staff from another bubble (kitchen/hallway) – however please still maintain 2 metre distance</p> <p>Meeting visitors</p>
Shielding staff	<p>We will follow Government guidance on staff who need to shield, or have a member of their family who needs to shield.</p> <p>Staff will have a return to work meeting , risk assessment and covid procedures discussed.</p>
Shortage of staffing	<p>In the event of staff shortage , in the first instance current staff will have shifts changed to cover and supernumerary staff will also cover shortages. Bubble groups will be reviewed and moved as necessary (with moves recorded in case of positive case)</p> <p>Bank staff will be employed (from our own bank of casual staff)</p> <p>We will work with Local Authority if all avenues have been exhausted , to identity how appropriate provision can be put in place, which may be pooling staff with another setting (or take on DBS checked staff from another setting)</p> <p>Staffing will be reviewed on a weekly basis , rather than daily, to limit contacts.</p>
Visitors to nursery	<p>Visitors to be avoided at nursery with the exception;</p> <p>Parent meeting a member of staff to settle their child at nursery - to be arranged with face coverings, using empty room with cleaning after meeting. Parents wait in their car while child plays in nursery for a short period.</p> <p>Social worker,police</p> <p>EHO inspector</p> <p>Ofsted inspector</p> <p>HSE inspector</p> <p>Outside agencies to support a child</p> <p>1:1 carer for children who need additional support</p> <p>Contractors such as pest control, building maintenance – to be out of hours wherever possible.</p>
	<p>Visitors are asked to adhere to visit time and not to arrive early and are sent this risk assessment (if time allows) prior to their visit.</p>

	<p>They are asked to wear face covering and where possible the meeting will take place with least number of staff possible (preferably one) , who will also wear face covering.</p> <p>Visitors must use sanitiser when entering and leaving the nursery.</p> <p><u>Contractors (ie fire alarm service)</u> should visit where possible arranged to work outside of nursery hours, or in areas where no contact with children or adults. In the case of contact, children and staff will be asked to move to a distance and the visitor to wear a face covering/PPE.</p> <p>The summer house in the garden is used for meetings, with windows open and the visitor uses the garden gate to avoid coming through the building. When summer house is already in use, the dining room or baby kitchen may be used, also procedures (and cleaning when finished)</p> <p>If the visitor needs interaction with the child , arrangements will be made</p> <ol style="list-style-type: none"> 1. Ideally in the garden/forest school (especially if to observe social skills etc) 2. Or in the summer house (accompanied by member of staff) 3. To minimise numbers of adults in the rooms, we prefer visitors not to enter rooms with nursery staff working with groups of children. This is unavoidable we will discuss an area of the room where contact is minimal , with social distancing and face covering in place. <p>SAFEGUARDING The visitor is reminded that cameras on phones/watches etc must remain in their bag and photography is not permitted while on site and are accompanied by a member of our team.</p> <p>If the visitor is coming into the nursery their phone must be kept at the front desk (and if using a laptop in the room for their work, the camera must be covered)</p> <p>If an inspector is to be situated in the nursery office to work (ie Ofsted inspector) they make keep their phone in the office. However cameras on laptops/tablets must be covered.</p>
<p>Visiting a child (outside agency)</p>	<p>The child's parent is informed of the visitor coming to see their child (unless there is safeguarding reason not to do so ie emergency social worker visit)</p> <ol style="list-style-type: none"> 1. In the first instance the visitor will be situated in the summer house and observe the child from a distance while they play and interact in the garden, accompanied by SENDCo /manager/keyworker/safeguarding lead 2. To minimise numbers of adults in the rooms, we prefer visitors not to enter rooms with nursery staff working with groups of children. This is unavoidable we will discuss an area of the room where contact is minimal , with social distancing and face covering in place.

<p>Track and Trace for visitors</p>	<p>Every visitor is asked to complete the track and trace form on arrival; Date and time To confirm not symptoms of Covid-19 To confirm not travelled from area where quarantine is mandatory (Jan 2021 National Lockdown so all areas in tight restrictions) Contact details These will be shared with PHE in the event of a positive case of COVID 19 in our setting.</p>
<p>If symptoms are displayed at nursery</p>	<p>If a child or member of staff begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines. Update that loss of sense of taste or smell is also a confirmed symptom (only adults will recognise this symptoms themselves)</p> <p>A child awaiting collection should be moved to our conservatory set up as an isolation room. Here they can be isolated behind a closed door to the playroom, with windows open also the external door if possible. This room has a travel cot for a small baby to play/sleep Member of staff to stay nearby, as distant as possible, giving the child toys/activity which are easy to clean afterwards FULL PPE TO BE WORN; FACE MASK AND SHIELD, APRON AND GLOVES – full kit readily stocked in covnservatory.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. (preferably outside) The room should be cleaned and disinfected before being used by anyone else.</p> <p>If they need to go to the bathroom while waiting to be collected, they have the conservatory bathroom to use with nappy changing facility also. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Accompanying member of staff should wear PPE; apron/gloves/face shield (or face mask and safety glasses until shields are available)</p> <p>If a member of staff has helped someone who displayed symptoms 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.</p>

	<p>If clinical advice is needed, the setting staff, parent or guardian should go online nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test</p> <p>or ring 119 . Nursery is able to refer employees for COVID testing</p> <p>If an emergency dial 999 (112 on a mobile) If this is for a child, the parent will also need to be contacted when emergency services have been contacted. For a member of staff their emergency contact will need to be informed .</p> <p>March 2021 Parents are reminded that home kits for lateral flow tests are not for children and also not for anyone with symptoms and a PCR test must be booked while household isolates.</p> <p><i>See Nursery policy and procedure; what to do if a child shows symptoms of Covid 19</i></p>
Undertake regular cleaning	<p>Clean and disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks, doorbells, hand sanitiser dispensers Spray antibac (1% chloride) spray and wipe clean. March 2021 introduced Zoflora disinfectant spray for surfaces and touchpoints . See three steps below;</p> <p>1.Wear disposable gloves for cleaning and dispose of immediately after cleaning.</p> <p>2.Using a disposable cloth, first clean hard surfaces with antibac (1% chloride) spray and wipe.March 2021 also using Zoflora disinfectant diluted for spraying touchpoints and surfaces.</p> <p>ALL CLEANING FLUIDS INCLUDING HAND SANITISER MUST BE KEPT OUT OF REACH OF CHILDREN AT ALL TIMES AND LOCKED AWAY WHEREVER POSSIBLE- ALL STAFF TO BE VIGILANT</p>

	3. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
	Bins to be emptied regularly to avoid dirty handtowels/gloves etc overflowing.
	Floors to be hoovered and mopped end of each day by the nursery team. Each bubble has allocated mops (and separate for bathroom and playroom)
	Outside contractor cleans at weekends.
Cleaning of electronics	<p>Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.</p> <p>Use alcohol-based wipes and dry surface thoroughly.</p>
Cleaning of clothing, towels and soft furnishings	<p>Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces.</p> <p>Flannels/teatowels/dishcloths 60 degrees Cheeky Wipes 60 degrees</p> <p>Dirty laundry must not be carried through the kitchen when meals are being prepared or served.</p> <p>Non movable furnishings (sofa) – cover with a throw to be washed at end of every day. Spray with Dettol spray.</p>
Disposal of potentially contaminated waste	<p>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:</p> <ul style="list-style-type: none"> the individual tests negative; waste can then be put in with our yellow bin clinical waste the individual tests positive or results not known; then store it for at least 72 hours in a sealed clearly marked container outside back door away from all play areas. After 72 hours put in our yellow bin clinical waste
Use of face coverings in the setting	<p>Staff use face coverings in communal areas, when near staff from other bubbles, or helping in another bubble.</p> <p>Staff may choose to wear facecoverings throughout the day and face shields are available if preferred.</p> <p>To be aware of children who may be anxious of face coverings or who may find communication difficult if mouth and expressions are unseen.</p>

	<p>Nursery Children should not wear a facemask</p> <p>Visitors are asked to wear a facecovering, and parents are asked to wear a facecovering at handover.</p>
<p>Safe use of face mask (information from W.H.O) May 2020</p>	<p>Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.</p> <p>Cover <u>mouth and nose</u> with mask and make sure there are no gaps between your face and the mask.</p> <p>Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.</p> <p>Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.</p> <p>To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a yellow bin; clean hands with alcohol-based hand rub or soap and water.</p> <p>If reusable your mask should be kept in a bag / pouch and no reused until washed. Wash with soap and water or in washing machine.</p>
<p>Signage</p>	<p>Posters on porch reminding of 2 metre social distancing while waiting for nursery</p> <p>Poster in porch requesting wearing of Face Covering</p> <p>Posters on inner door to remind no parents to enter nursery building.</p> <p>Posters throughout nursery on small rooms ; one member of staff in this space only and to remind of social distancing.</p> <p>Handwashing posters in children's bathrooms.</p> <p>Catch it Kill it Bin it posters around setting.</p> <p>Posters with upto date Government guidance are placed in the porch for parents, and links to Mental Health support</p>
<p>Resources re Covid19</p>	<p>Posters on general hand hygiene can be found on the eBug website</p> <p>Subscribing to daily updates from government and local authority</p>
<p>Safeguarding and COVID 19</p>	<p>Staff must keep their training up to date and, in the absence of group trainings , online training will be made available.</p> <p>Training to keep updated; Safeguarding at levels appropriate to the role, FGM, Prevent and to be kept up to date with knowledge and news regarding Safeguarding and Covid 19</p>

	<p>Our team works together to actively look for signs of harm given the greater risk of harm that some children may have been exposed to through the coronavirus (COVID-19) pandemic. Staff must ensure they are confident in all signs and symptoms of abuse and confidently report to Designated Safeguarding Leads (Sarah Sexon , Emma Hedge) . If there is a concern that a child is in need or suffering or likely to suffer from harm, all staff must follow the child protection procedure as usual.</p> <p>The team on duty are aware of the designated safeguarding leads and know how to contact them if they are off site.</p> <p>In the case of vulnerable children, particularly those with social workers, we will continue to encourage these children to attend regularly and notify their social worker if they stop attending</p> <p>https://learning.nspcc.org.uk/safeguarding-child-protection/coronavirus</p> <p>March 2021 DCC advised settings to use 'Every Contact Counts' forms for children who have social workers.</p>
Paediatric First Aid	<p>Paediatric First Aid qualifications that have expired during the Covid period must be renewed by November 2020, the nursery has training arranged for Half Term for those staff who need to renew. (Aquarius Training)</p> <p>As always PPE should be worn for first aid and the importance of cleaning the area and washing hands after treatment is key.</p> <p>EYFS Disapplications; Expired paediatric first aid certificates (expired after October 31st extended to March 31st) – April 2021 staff with expired certificates are attending DCC virtual/face to face training , all other staff are up to date April 2021 (new apprentices will receive training as appropriate)</p>
Safeguarding and welfare	<p>Children in our care may have been at home for prolonged periods of time and will need support to make the transition from home to nursery , staff may notice change in mood or behaviour. Parents will be offered short transition visits, garden visits and chat to the team about what will help to settle back at nursery. Staff have made videos of stories and activities and photos on our website and Facebook page are recommended to parents to look at with children before they return as a reminder of nursery and the team.</p>

	<p>All staff to be aware that children may be experiencing a variety of emotions in response to the COVID 19 outbreak; anxiety stress or low mood. This may be especially so with vulnerable children , including those with a social worker. Children may need extra support, staff to be vigilant for signs of severe anxiety or depression. Other children may not be experiencing any challenges. Attending the setting, with routines, reassurance, time to talk and play with adults and children, all benefit the child's well being Resources to support children are available at</p> <p>https://mindedforfamilies.org.uk</p> <p>Safeguarding and welfare requirements still apply, including those child protection procedures.</p>
Children with SEND	<p>Time and care is needed to support children with SEND returning to nursery ,planning and consideration for children who may find any change in routine/environment will be needed. Team to remain alert that children may have additional or worsened social, emotional and mental health needs as a result of COVID 19. To be aware that their development may have been further delayed or missed diagnosis . Emma Hedge remains our nursery SENDCo and will work with outside agencies as the children return and arranging support from other professionals and guidance to keyworkers.</p>
Online safety	<p>Although children do not have access to internet themselves at nursery, staff may in this period use various apps/film clips with children. These apps and websites must be checked ahead of using them with children to ensure no inappropriate ads/pop ups/ language/images form part of the clip. A member of staff must always be with the children and supervising the internet use and report to SS / EH concerns .</p> <p>Where children are spending more time at home, they may be having extended screen time and watching more TV/films. Staff to be aware of children sharing information about watching or seeing inappropriate materials and should following safeguarding procedures in this case.</p> <p>On our nursery website we have information for parents about online safety with links to CEOPs</p>

<p>Keeping in touch with outside agencies (safeguarding and vulnerable children)</p>	<p>In the event of a bubble self-isolating or nursery closure, local authority, outside agencies and children's social workers will be informed that vulnerable children are at home and not attending nursery, in some cases these children may need alternative provision made available by the local authority.</p> <p>Every Contact Counts forms to be completed every six weeks for children with social worker , information received from DCC March 2021</p>
<p>Data protection</p> <p>Safeguarding</p>	<p>Providers must continue to regard data protection and GDPR appropriately, however this does not prevent sharing of information for purposes of keeping children safe.</p> <p>Information_sharing_advice_practitioners_safeguarding_services</p> <p>We will not share details with families of children or staff who are being tested for , or have been diagnosed as a positive case of, COVID 19.</p>
<p>Data Protection</p> <p>NHS Track and trace</p>	<p>It may be required by NHS Track and Trace system for us to provide contact details if a case of Coronavirus arises in our nursery. There is an obligation to support the Government planning and we will provide details as requested to do so.</p>
<p>Local Lockdown and partial closure</p>	<p>In event of Local Lockdown, we will be guided by Department for Education and our local authority action to take.</p> <p>In the event of partial closure and minimal places at nursery our priority will be as follows;</p> <ol style="list-style-type: none"> 1. Children of critical workers and vulnerable children 2. Then 3 & 4 year olds who will transition to school in September 2021 3. Followed by younger age groups <p>Jan 2021 National Lockdown – Nurseries to continue to operate as normal, open to all children.</p>