



Policy for re-opening after Coronavirus Closure

Following the recent government guidance on 11th May 2020, all children are being encouraged to attend their childcare setting rather than stay at home. Educational settings have been advised to lead a phased return that will support parent's capability to return to work as well as provide social and educational benefits for the children in our care. All childcare settings are set to reopen on 1st June 2020.

Please use the below link for further information and guidance:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Our Little Scallywags Risk Assessment will directly address the risks from COVID19 and take into account children, parents and staff. This risk assessment will be readily available for parents to access and be reviewed on a weekly basis by Little Scallywags Health and Safety officer.

Guidance for staff working in setting

Clinically extremely vulnerable staff are advised to shield- staff in this position should not attend work.

Clinically vulnerable staff who are classed as higher risk of severe illness (for example, staff with pre-existing conditions) have been advised to take extra care when social distancing. If staff cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others where possible. All new roles will be discussed, and risk assessed before being carried out. Staff must seek medical advice before returning to work.

Any staff member that lives with a person/people who is **extremely clinically vulnerable** should not be attending the setting unless stringent social distancing can be adhered to. If a situation or change of circumstance arises, staff must immediately report this to their nursery manager.

Staff will not be encouraged to use public transport to get to work. If staff have no alternative, then they will be advised on the risks and encouraged to wear a face covering. Additionally, staff will also be asked to wear their own clothes when travelling to and from nursery on public transport and change into their uniform when they arrive at work.

All staff must wash their hands for 20 seconds on a regular basis and when entering and leaving the setting.

When at work, staff will ensure they have access to their own set of stationary at nursery and must not share stationary with other staff members.



Other equipment in the nursery may be shared between groups only if they can be cleaned thoroughly before used by other children. Shared surfaces and resources must be cleaned more regularly.

All cutlery to be thoroughly sterilised and cleaned between uses.

Resources will not be available for children to take home for any reason until further guidance. Additionally, children will be asked not to bring any item in from home, unless it is essential to their well-being.

Each staff member will be allocated their own 'bubble' of children. Children and staff members must not mix and keep a minimum of a 2-metre distance from other 'bubbles' of staff and children.

Staff workload and wellbeing will be considered and respected- especially in regard to long working hours.

All updated plans will be communicated with parents- either through phone, tapestry or email. This policy will also be available on the nursery website.

Guidance for parents Inc. collection/drop off times:

Due to the circumstances we need to keep the number of adults passing through the nursery to an absolute minimum, therefore the following procedures will apply. (Individual child circumstances will always be priority and we will always endeavour to meet individual needs – therefore parents should discuss their child's individual circumstances with the nursery manager if required.)

- For children under 2 parents/carers will be asked to use the hand sanitizer provided before and after pressing the doorbell/buzzer. Once let into the building parents/carers must avoid touching any surfaces, gates etc. All doors will be open to avoid the use of door handles. Parents are asked to use the cleaning facilities provided if touching surfaces can't be avoided.
- For children over 2 parents/carers must remain outside the front of the nursery for collection and drop offs – where possible, a member of staff will collect/drop children to their parents safely.
- Staff must take no more than 8 pre-school children, 4 toddler children or 3 under 2's to the drop/collection point at any one time.
- Parents must adhere to their drop/collection times if appropriate.
- Parents/Carers must follow the 2-meter social distancing rule when waiting outside the building.
- Due to the circumstance's, handover for the over 2's will be completed daily via tapestry. All children will receive handover – if staff are seeing parents under 2, brief face to face feedback will take place.



- Children with additional needs may require more communication between parents and the setting. Parents are advised to speak to the nursery manager in regard to what may work best for them as a family. Online communication will be preferred.
- A strong parent partnership is still a priority – therefore parents are encouraged to still discuss any concerns/questions etc with nursery staff but with a prior arranged meeting or where possible over the telephone.
- Parents must not drop or collect their child/children if they are displaying symptoms of COVID19.
- Only one parent at a time will be allowed to drop off/collect their child/children.
- Parents are encouraged not to use public transport when coming to nursery.
- Parents must ensure children are put in fresh nursery clothes daily.
- Parents are asked not to bring in toys/equipment from home
- Nursery will no longer store pushchairs/car seats at nursery
- Parents must continue to follow strict hygiene practices at home with children by encouraging hand washing.
- Temperatures of children will not be taken on arrival by staff.

The role of the manager

Throughout this time, the manager of the setting must ensure all staff stick to the guidelines set out in Little Scallywags Risk Assessment for COVID19.

The EYFS must be adhered to as much as possible and managers will ensure this happens on a daily basis through room planning and monitoring. Child: staff ratios will continue to apply.

Managers and the settings Health and Safety Officer will review the nursery risk assessment for COVID19 on a weekly basis – as well as amending this when necessary to do so.

Due to the ever-changing nature of the situation and the inability to hold team meetings managers will communicate to their staff team through joint web calls weekly. This is to ensure all staff are kept regularly updated regarding guidance and other nursery related issues.

Staff will be asked to complete focussed online training based around COVID19 and infection control before returning to work on 1st June 2020.

Staff expectations will be considered in regard to planning/observations and parents will be kept updated with changes.

Managers and staff will use the walkie talkies provided as their first choice of communication between the nursery. If this is not successful, doors that are open to playrooms will encourage staff to maintain social distancing when communicating.



PPE

Staff will not be advised to wear face masks or coverings – however, if staff require PPE they must speak to their manager.

PPE in the form of face mask, disposable apron and gloves will be available for staff on site who are dealing with children with symptoms of COVID19.

Social Distancing

Although social distancing is hard when working with children in a nursery environment, we aim to practice it as much as is feasibly possible.

Social distancing will be enforced between staff/child bubbles. Social distancing advises staff to remain at least 2 metres apart at all times.

Social distancing markings may be placed in rooms by door areas for guidance for additional staff that may enter the room.

Social distancing markings will be placed in communal areas of the nursery where necessary – for example pathways leading up to nursery and reception areas.

Safeguarding and First Aid will override social distancing at all times – PPE will always be available.

Guidance for staff if a staff member or child becomes unwell

If a member of staff or child becomes unwell with a new, continuous cough, loss of taste and smell or a high temperature in the setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) featured on the following website:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

When a child is awaiting collection, they will be moved into a room where they can be isolated behind a closed door if possible where a window is open for ventilation. At this time, the child must be supervised by a member of staff. If a room is not available, the child will be moved to an area when they are at least 2 metres away from other staff or children.

At this time, the child must use a separate bathroom to other staff/children, which must be cleaned and disinfected before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).



In an emergency situation staff must call 999.

Anyone showing **mild** COVID19 symptoms are not advised to visit their GP, pharmacy etc.

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 or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Guidance for a confirmed case of Coronavirus in the setting

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. This also applies to children from 1st June 2020.

Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their 'bubble' or group within the setting should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole setting. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. All staff and students with symptoms will be eligible for testing.

The use of Track and Trace

If you develop symptoms of coronavirus, you must self-isolate for at least 7 days. Anyone living in the household must self-isolate for 14 days from when you first started having symptoms. You can order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access.

if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you



started having symptoms. If your test is negative, you and other household members no longer need to self-isolate

If you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. You will be told to do this online via a secure website or called by a contract tracer.

If you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus you must log on to the NHS test and trace website. Under 18's will get a phonecall and a parent/guardian will be asked to give permission for the call to continue. You will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. Your household does not need to self isolate with you, if you do not have symptoms, but they must take extra care to follow guidance on hand washing and social distancing.

If you develop symptoms of coronavirus you must book a test or call 119. If test positive, you must follow the guidance set above .

If your test is negative, you must still complete your 14 day self isolate period as the virus may not be detectable yet.

Use of communal areas

We will try to reduce movement around the building as much as possible.

Staff to minimise contact within the corridor and keep to social distancing where they can.

Due to some offices and corridors being constricted of space we ask that staff wait for others to pass at a safe 2-metre distance before attempting to enter a communal space.

Nursery phones will where possible only be handled by a minimum amount of staff and will be disinfected regularly.

Glass shields will be used when speaking to staff through the office or maintain social distancing.

Staff start and finish times, as well as breaks will be staggered to minimise mixing in communal areas.

Staff room will no longer be available to staff on breaks – staff will be asked to have their lunch outside the building or in their car. Staff are asked to keep their belongings in the staff room, at a safe distance from others.



Staff mobile phones will be stored in individual compartments in the office and will not be cross contaminated with other phones.

Kitchen staff must not enter playrooms. Food and drink must be left safely outside the playrooms. Staff will not be permitted to enter the kitchen.

Layout and use of playrooms

Managers will plan staffing and use of rooms to cater for individual staff and their 'bubble' of children. For larger rooms, this may mean sectioning off parts of the room for allocated children while also maintaining social distancing with any other staff and their bubble.

Children will be allocated into their own 'bubble' to minimise contact and mixing with other children. Normal ratios will apply, and children will be in small groups. All small groups must be kept 2 metres apart from each other at all times.

All soft furnishings have been removed from the playrooms, along with soft toys and toys that are hard to clean and toys with intricate parts.

Sand and water will only be permitted in individual 'bubbles' and this will be changed at regular intervals – sand and water will not be provided for children in the communal garden.

Playrooms will be kept well ventilated – windows will be kept open (weather/temperature permitted)

Doors will be propped open (where safe to do so) to limit touching of door handles.

The use of the garden will be shared- children may be allocated to certain areas of the garden (please see individual settings risk assessment) The use of outdoors will be used for exercise, breaks and education where possible – only outdoor equipment that can be cleaned regularly each time it is used will be available.

Staff will be asked to use their allocated toilet, set by their manager.

Hygiene practices

All adults and children must wash their hands for 20 seconds on a regular basis and when entering and leaving the setting. When a sink is not nearby, hand sanitizer will be provided for children and staff. Help will be given to those children who cannot clean their hands independently.

Staff must apply the 'Catch it, bin it, kill it' approach when supporting children using tissues when they sneeze or blow their nose.

Children will be encouraged not to touch their nose or mouth.



When using the toilet, 1 child will only be permitted to use the bathroom at one time, despite more than one cubicle available ensuring that bathrooms do not become crowded.

Staff must ensure bins are emptied throughout the day.

All surfaces to be cleaned after touched by children such as books, toys, tables, chairs, light switches, stair gates etc on a regular basis. – cleaning procedure to be implemented and overseen by management.

Where possible all doors should remain open to prevent the use of door handles.

The management team will ensure there is a regular supply of disinfectant and other cleaning products on order for each setting.

Children will be encouraged to remember hygiene practices through use of songs, stories, learning and repetition.

Visitors

During this time any non-essential visitors, such as agencies delivering music and drama sessions will be placed on hold.

Food deliveries/ postmen and other delivery men will leave individual items outside for staff to collect maintaining social distancing.

Professionals required to enter the building for well-being and safeguarding reasons are asked to wash their hands-on entry and exit, as well as keep a safe 2 metre distance from children and staff at all times. Where possible lengthy meetings must be carried out over the telephone or the choice of venue must be considered to allow a safe distance is maintained. The same procedure will apply for parent meetings.

In regard to new and potential parents that would like to visit nursery, managers will send a 'virtual show round' video of the nursery as well as other relevant documentation such as care plans and welcome packs etc. Settle in sessions will continue to take place and visits can be arranged preferably using our outdoor space, which will enable new parents/carers to meet staff members.

Support for parents deciding to keep children at home

Little Scallywags will continue to support parents at home with their learning and education. Information and links that support home learning will be sent to parents through Tapestry and email. Managers will continue to contact parents who they are not seeing for safeguarding and welfare purposes.

This policy was reviewed on 18th May 2020.