

## Roundabout Pre-School COVID-19 Policy and Procedure September 2020 –

This policy applies to all trustees, service providers, employees, volunteers, delivery drivers, visitors, children and parents/guardians when using Roundabout Pre-School.

The purpose of this policy is to:

- Protect all staff, service providers and service users
- Prevent the spread of Covid-19
- Ensure that government guidelines are followed when re-boarding children and adults to Roundabout Pre-School including but not limited to publications released by Central Government, Public Health England, the Department for Education.

The table below outlines the precautionary measures that Roundabout Pre-School will implement to help reduce the spread of Covid-19 whilst also following guidelines to re-open allowing adults to return to work and rebuild the economy and society. This is intended to be a working document and will require constant monitoring and updating in line with site/cohort specific issues as well as the ever evolving wider picture of the global pandemic and in relation to updated guidelines and documents as released by (but not limited to) Central Government, Public Health England, the Department for Education. The nature of the working document means additions and amendments will be made regularly – these changes must be added/amended in a different colour font and dated so as to ensure that the document is understood when looked at – it must always be clear what measures were originally in place and what was amended/added on what date. Changes/additions to this document must only be made by the committee, The Manager, (date started–28/08/2020)

The fundamental principle of this guideline is to ensure government guidelines and procedures are followed as far as is possible in the Early Years; to implement the best hygiene practices possible for Roundabout Pre-School and to support our adult’s and children’s physical and mental wellbeing whilst providing the best educational outcomes for all children in line with the EYFS.

<b>FOCUS</b>	<b>AREA OF CONSIDERATION</b>	<b>ACTIONS</b>
<b>CHILDREN</b>	ATTENDANCE	<ul style="list-style-type: none"><li>- Parents/guardians will receive clear communication as to the procedures that we are implementing to keep themselves, children and staff safe – they will also receive communication regarding the role they play in allowing this Safe Operating Procedure to be followed – we aim to send this communication out at least 1 week prior to reopening, as Roundabout Pre-School reopens for children on 07/09/2020.</li><li>- Only children who are symptom free or who have completed the recommended isolation period after being symptomatic should attend Roundabout Pre-School. Parents/guardians will be asked to complete a declaration form on the first day (a blank copy will be attached). Signed copies of this will be filed in children’s files.</li><li>- Children will be welcomed back on 07/09/2020. We will not be running a phased return at this time. We will revert back to our Attendance policy and aim to encourage all parents/guardians to ensure their children’s attendance is good and in line with our policy.</li><li>- Only one parent/guardian will be permitted to queue with the child(ren) they are dropping off or collecting there child.</li></ul>

- Children under the age of 5 are no longer required to be kept in small, consistent groups. We will therefore revert back to our whole group sizes within the building, and maintain our usual ratios.
- Parents/guardians must not enter Roundabout pre-School at all; they should instead allow staff to collect the child from the front of the building  
**We will be mindful of the concern this will cause parents/guardians at this time, especially after having their child(ren) at home for so long – therefore we will ensure that regular and clear communications are sent to all parents via Tapesrty.**
- We are aware of the PHE guidelines that state having a high temperature may not be an accurate method of knowing who may have Covid-19, but with high temperature being one of the main symptoms and reason for sending home from setting, we feel this is still a safe and manageable practise for our setting. We are also aware of the disruption this may cause to the routine of parents/guardians and are aware of the nature of high temperatures in children arising for a number of reasons, some not linked at all to Covid-19, however we have a duty of care to all of our children and our staff team as well as a wider responsibility to try to minimise any chances of an outbreak and as such we are asking parents/guardians to understand that every high temperature, any new persistent cough and loss of smell or taste will result in children being sent home and either completing a suitable isolation period or obtaining a negative test result. We will ask parents/guardians to take children home if the temperature reading is above 37.8 degrees Celsius).
- Children will not be allowed to bring in any items/toys from home, with the exception of a lunch box (must be a hard-plastic box that can be wiped down with antibacterial wipes or fully disposable packaging – not soft cloth bags) for those children who stay for lunch.
- Accident forms and other documents will be signed by parents/guardians outside the main door following rules for social distancing. Staff will be mindful of using a fold-over clipboard to allow for privacy of any documents taken out to parents/guardians to be signed. Staff may wear gloves when handling pens/paperwork handed back from parents and must thoroughly clean their hands once paperwork has been stored.
- Parents/guardians will be informed of the NHS Test and Trace process. Adults/children must not attend Roundabout Pre-School if they have been contacted by NHS Test and Trace and been identified as having had contact or possible contact with any individual who has tested positive for Covid-19.
- Parents/guardians of those children who are new to the setting will be allowed to enter the building following certain procedures:  
 Parents/guardians will be asked to separate from their child in the foyer area and the child will be allowed to explore the setting with their key worker  
 When the child has settled well, the parent/guardian will be asked to wash their hands, sign the visitors log and wear a face mask before being invited into the main hall where they can discuss any questions or queries with the member of staff present, this session will last for 60 minutes and at the end of this session the parent/guardian will be asked to take their child home for the day

		<p>The child will then return on their day using the normal drop off and pick up procedures, but the timing of their stay will be dependent on how well they are settling into the setting – we will endeavour to meet the needs and requests of parents/guardians balancing this with the welfare needs of the child as far as possible</p> <ul style="list-style-type: none"> <li>- All children with SEND will have an individual Risk Assessment in place to allow them to return safely.</li> <li>- Parents/guardians must let the setting know if they have travelled to or plan to travel to any other country regardless of whether that country is on the list of travel corridors or not.</li> </ul>
	DISTANCING/GROUPING	<ul style="list-style-type: none"> <li>- Children under 5 are no longer required to be grouped in small, consistent bubbles.</li> <li>- The routine of the day will be followed again without unnecessary breaks from routine, to help children settle back into the rhythm of their day.</li> <li>- Snack will no longer be served as a rolling, self-serve area (for the foreseeable future). This is to minimise the risk of cross contamination with too many hands touching the same foods/drinks and then being consumed. The children 's individual snack boxes from home will be placed out on the table for them to eat. Water/milk will be served by an adult in plastic cups and disposed of as soon as they have been used.</li> <li>- Resources will be used for a week and then cleaned/sterilised on a Friday afternoon. They will be left to dry for the weekend and may be used again the following week. Any resources that are sent home with children must be quarantined for 72 hours before being brought back into use either in setting or being sent home with another child.</li> <li>- Soft toys and resources with intricate design or difficult to clean resources will not be used in continuous provision for the foreseeable future (until guidance on cleaning changes) – however, staff may choose to use soft toys or other difficult to clean resources during their circle times or key group times with their own group of children – they must ensure that they log the date and time of use and allow the items to be thoroughly cleaned or quarantined for 72 hours before another member of staff uses the item with their group.</li> <li>- We will endeavour to allow individual playdough pots and stationery baskets and individual sensory play trays etc as far as we can do so, looking at both the practical and financial implications of this.</li> <li>- Water play will be allowed indoors however, the water must be changed between sessions and water toys should be cleaned thoroughly between sessions too.</li> <li>- Children will also be allowed to access the sand tray, indoors – the sand will be sprayed with Milton/other sanitizing cleaning liquid and raked through at the end of each session and sand toys will be cleaned thoroughly between sessions.</li> </ul>
	WELLBEING AND EDUCATION	<ul style="list-style-type: none"> <li>- Children will continue to follow the EYFS framework whilst at Roundabout Pre-School.</li> <li>- Children must still have access to their key group and circle time activities on a daily basis.</li> <li>- The nature of learning in the EYFS includes songs and rhymes on a daily basis and especially during circle time activities – in light of this we will ask children to have 'floor spots' for their circle time spaces which staff may choose to have placed as a circle or as forward-facing markers.</li> </ul>

		<ul style="list-style-type: none"> <li>- Planning formats have been changed slightly to tighten up the implementation of the curriculum intent - all 7 areas of the EYFS must be covered across a week, however at this moment in time we will prioritise communication and language development, physical development and personal, social and emotional development holistically as a setting but particularly for the most disadvantaged or vulnerable children.</li> <li>- Bolton Wanderers Soccer School sessions will not be restarting straight away, however, staff will be planning a PE session every day and to accommodate this, the timetable has slightly changed.</li> <li>- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe, including but not limited to – reinforcing the regular good hand washing routine, reinforcing ideas to keep hands away from faces and reinforcing the catch it, bin it, kill it model.</li> <li>- Children will be supported to understand the changes and challenges they may have encountered /be encountering as a result of Covid-19 and adults will ensure that they are aware of children’s attachments and their need for emotional support at this time.</li> <li>- In the event of a Local or National lockdown, or in the event of the Nursery having to close due to the spread of infection, or if a child is isolating due to infection or contact with infection, the Nursery will provide immediate access to high quality remote education which will be as close to the setting curriculum as possible.</li> </ul>
<b>SYSTEM OF CONTROLS</b>		<ul style="list-style-type: none"> <li>- The government has produced a ‘system of controls’ that education settings MUST have in place. They are outlined below alongside the practicalities of the implementation of these systems within our setting: PREVENTION:</li> </ul> <ol style="list-style-type: none"> <li>1) <b>Minimise contact with individuals who are unwell by ensuring that those who have symptoms, or have someone in their household who does, do not attend the setting</b> – As a setting, we will be ensuring that all parents/guardians understand and sign a parental declaration form related to the Covid-19 procedures we will expect them to follow. We also have a detailed procedure outlined below of steps that will be taken if an individual in the setting becomes symptomatic or unwell.</li> <li>2) <b>Clean hands thoroughly, more often than usual</b> – Children and adults will be asked to wash their hands: on entry to the setting, before and after using the bathroom, before and after snack and lunch, when returning indoors after outdoor play at the park. Adults also have individual hand sanitizers available to use in setting.</li> <li>3) <b>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b> –we will be running sessions on this as a reminder for returning children and education for new children and staff should revisit this at least twice a week in their circle time sessions.</li> <li>4) <b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b> – see Enhanced Cleaning Schedule September 2020.</li> <li>5) <b>Minimise contact between groups where possible</b> – As an Early Years setting with no children over the age of 5, we will be classing the whole setting as one bubble. This is the only practical way that we can manage the differing session needs of our parents/guardians and can allow for crossover for those children that access lunch and full day sessions.</li> </ol>

6) **Where necessary, wear appropriate PPE** – staff may wear PPE whilst coming to the door to collect a child or bring them back out to a parent/guardian at the end of a session or when attending to other needs of parents/guardians. Staff may wear PPE when conducting a form filling session with a parent/guardian of a new child. Staff will wear PPE whilst changing a child’s nappy or whilst helping them in the bathroom or after an accident. Staff will wear PPE whilst preparing snack and meals. Staff **MUST** wear PPE when dealing with a symptomatic child or adult awaiting collection.

RESPONSE TO ANY INFECTION:

7) **Engage with the NHS Test and Trace process** – parents/guardians will be made aware of this in all communication that goes out to them, they will also read about it in the Parental Declaration and this will also be added to our Privacy Notice to allow us to share data with relevant Health Protection teams. Alongside this, we will also be sending out Test and Trace consent forms for parents/guardians to sign giving the nursery explicit consent to share information with the scheme. Our visitor’s log will also be changing to ensure enough information is collected to allow participation with this scheme – the visitors log will have a clear disclaimer about the use of the data that visitors are giving when filling out the visitor’s log and when and how we will use that data. Staff will be made aware that they are essential workers and as such prioritised for testing should they require a Covid-19 test.

8) **Manage confirmed cases of coronavirus amongst the setting community** – See section titled ‘Becoming Unwell’ below.

9) **Contain any outbreak by following Local Health Protection Team advice** – if the setting has 2 or more confirmed cases within a 14-day period, we will notify our Local Health Protection team and follow their advice as to how to contain the outbreak. The information that we receive from the Local Health Protection team will be disseminated to staff and parents/guardians swiftly. Actions may include:  
Whole setting closure to allow for deep clean  
Participation with the NHS Test and Trace scheme  
Mobile Testing Unit dispatched to site

10) **Notify Ofsted** – any confirmed case of Covid-19, be that for a child or a staff member at the setting, will be swiftly reported to Ofsted through the usual notification channels.

**BECOMING UNWELL**

- ALL ADULTS AND CHILDREN SHOULD REMAIN AT HOME AND SHOULD NOT ATTEND SETTING IF THEY ARE SYMPTOMATIC OR FEELING UNWELL
- THE SYMPTOMS OF CORONAVIRUS ARE:  
A NEW HIGH TEMPERATURE  
A NEW PERSISTANT COUGH  
LOSS OF SMELL OR TASTE  
DIFFICULTY BREATHING
- If an adult or child becomes unwell during their session time the person should be isolated as quickly as possible into the back room (this room will remain unused during the sessions). Their temperature should be taken and recorded. If their temperature is recorded as 37.8 degrees Celsius or above then a parent/guardian/emergency contact should be contacted as soon as possible and the child will be asked

	<p>to isolate at home for 14 days or until a negative test result is obtained. The parent/guardian should inform the Nursery of the result of the test as soon as possible.</p> <ul style="list-style-type: none"> <li>- If the child is distressed whilst waiting for a parent/guardian to collect them, an adult will remain in the back room with the child but must wear all PPE and should maintain a 2-metre distance at all times where possible. As soon as the child is collected, the staff member should remove all PPE, double bag it and then dispose of it before washing hands properly.</li> <li>- If the unwell person obtains a positive test result, we will inform Ofsted and our Local Health Protection team as soon as possible and follow their guidance which could include: The Nursery closing for 2 days to allow for a deep clean and All children and adults present whilst the unwell persons were in setting being asked to isolate for 14 days</li> <li>- If an adult becomes unwell whilst in session, they should move to the back room as soon as possible. They should not leave the setting until another member of staff has come in to cover their leave.</li> <li>- Upon instruction of our Local Health Protection Team, details of all individuals present whilst the unwell persons were in the setting will be shared and these individuals may be contacted to allow for the NHS Test and Trace scheme to work. If any adult or child is contacted by the NHS Test and Trace scheme, they should not come to Nursery until they have obtained a negative test result or completed the required isolation period.</li> <li>- There has been an update to the Reporting to Ofsted guidelines related to Covid-19 – these will be followed in the event of a positive test result.</li> </ul>
<p><b>WORKFORCE</b></p>	<p>ATTENDANCE AND WELLBEING</p> <ul style="list-style-type: none"> <li>- Adults must only attend Roundabout Pre-School if they are symptom free or have completed the required isolation period after being symptomatic.</li> <li>- Staff must inform the manager (Adele) if they intend to travel to or have travelled to any other country – they must inform the manager (Adele), even if they wish to travel during the holidays and regardless of whether they will be travelling to a country on the list of travel corridors or not. Staff must return into the country with enough time to complete any government imposed self-isolation periods before the start of their next working day.</li> <li>- Due to the fact that shielding has been paused as of 01/08/2020, staff will not be asked to declare a vulnerability or show proof of this. Staff will be asked to complete a general declaration in which they may choose to declare vulnerability – any staff member who does declare a vulnerability will have an individual/personal risk assessment produced for them.</li> <li>- If shielding is re-instated due to Local or National lockdown, staff will be asked to sign a vulnerability declaration form, show proof of their declared vulnerability and then shield at home.</li> <li>- A Maternity Risk Assessment will be completed in the usual manner for all pregnant staff members before they return to work (as soon as they let management know of their pregnancy), however, advice re. returning to work will be sought from their midwife (with their consent) once they reach 28 weeks gestation.</li> </ul>

		<ul style="list-style-type: none"> <li>- Staff should ensure that all cuts, abrasions or breaks to the skin are covered with a waterproof plaster or bandage.</li> <li>- Consideration will be given to the mental wellbeing of staff – although DfE and Government guidelines currently show no need for additional PPE for childcare settings, staff may choose to wear PPE whilst meeting other adults at handover times, this can include masks if they feel safer wearing them. Staff must wear PPE when dealing with symptomatic children or adults.</li> <li>- Staff should consider only bringing into setting and taking home from setting those things that are absolutely necessary to minimise cross contamination – consider every single item that is being carried into the building – is it absolutely necessary? Items deemed not necessary should be left at home/in the car.</li> <li>- Explanations of procedures and reasoning behind decisions made will be given to ensure that all staff are fully aware of why these guidelines are in place – staff will also be supported to understand the new risk assessments and all other changes implemented.</li> <li>- THIS BEING A VERY UNCERTAIN TIME WITH MANY CHANGES TAKING PLACE AND NEEDING TO BE IMPLEMENTED QUICKLY, IS A WELL KNOWN AND UNDERSTOOD FACT BY ALL – IF THERE ARE ANY CHANGES TO STAFF MEMBERS' PHYSICAL, SOCIAL OR MENTAL CIRCUMSTANCES PLEASE BE AWARE THAT THE OPEN DOOR POLICY REMAINS IN PLACE AT ALL TIMES – SEE MANAGER/DEPUTY TO DISCUSS AND WHERE POSSIBLE CHANGES WILL BE MADE TO ACCOMMODATE NEEDS</li> <li>- All staff will be informed of the NHS Test and Trace initiative. Adults/children must not attend Nursery if they have been contacted by NHS track and trace and been identified as having had contact or possible contact with any individual who has tested positive for Covid-19.</li> </ul>
	DISTANCING	<ul style="list-style-type: none"> <li>- Social distancing should be maintained with other adults at all times.</li> <li>- Social distancing should be maintained with parents/guardians at handover times – with no babies in our setting there will be no need for physical handover, children can walk to and from parents/guardians with a member of staff.</li> </ul>
<b>VISITS/ VISITORS/ TRAVEL</b>		<ul style="list-style-type: none"> <li>- Attendance to the setting is being restricted to children and staff only</li> <li>- Where absolutely essential visits are necessary, these will be scheduled outside of normal operating hours where possible – if visitors during the Nursery operating hours are essential, all visitors must complete the new visitor's log which will collect enough information to allow for data sharing should we need to initiate the NHS Test and Trace scheme.</li> <li>- Staff should travel to the Nursery alone, with their own transport or by walking.</li> <li>- Parents/guardians will be advised against the use of Public Transport (this is not enforceable) – We will encourage own transport or walking where possible.</li> <li>- Parents/guardians are not currently able to leave travel accessories such as pushchairs, personal trikes/bikes/scooters etc in the walkway.</li> </ul>
<b>HEALTH AND HYGIENE</b>		<ul style="list-style-type: none"> <li>- We will continue to promote and encourage the hand washing routine we had implemented before closure</li> </ul>

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|  |  | <ul style="list-style-type: none"><li>- We will be continuing with the 'catch it, bin it, kill it' model for hygiene and will be holding the main information session again at the start of each half term – this model must also be revisited in circle times at least twice a week to ensure that the children are reminded constantly for the need to follow this model.</li><li>- An enhanced cleaning schedule will be implemented – see Enhanced Cleaning Schedule September 2020</li><li>- We will continue to use our current Risk Assessment Performa but will add an annex related to additional Risk Assessments related to Covid-19.</li></ul> |
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