

Epidemic and Pandemic Policy



(COVID-19 (Coronavirus))

EYFS Safeguarding and Welfare Requirements

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.

Policy statement

We ensure the setting is a safe place for staff, children and our families and we ensure we take appropriate measures and implement procedures in line with Government guidance to protect the health and safety of all reducing the risk of infection and spread of COVID-19.

Legislation and leading authorities which have guided and influenced this policy are:

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). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

Procedures to prevent the risk of infection to children, staff and families

- As early years providers we endeavour 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 physical distancing is enabled and good hygiene practices are implemented 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 as long as 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 will be;
- 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)

Children

Attendance

- Only children who are symptom free or have completed any required isolation period should attend the setting.
- We will not be taking a child's temperature on arrival.
- Extremely vulnerable children should continue to attend the setting under government advice (to shield).
- *Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.*

Physical Distancing/grouping

- We have currently limited daily attendance to 16 children per day. The Government have deemed 16 to be a small group for early years settings. Increasing to over 16 children per day may occur later in the term and will be risk assessed appropriately.
- The majority of our day will be outside under the canopy. (See New Daily Routine). This is to minimise the spread of infection.
- There will be 3 members of staff in work each day out a total of 6 staff members.
- Children in the setting range in age from 2.5 to 4 years. Our staffing ratios are in line with Ofsted's 1:4 for under 3 year olds and 1:8 for over 3 year olds statutory requirement.
- Staff will always maintain a 2-metre social distance with each other, other than where necessary to safeguard a child's wellbeing or provide first aid.

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, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- Children should be supported to understand the changes and challenges they may be encountering as a result 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.
- Children will need to provide their own water bottle each day. These will be refilled as required.
- To prevent cross contamination children will have set places for lunch and snack time.

Workforce

Attendance

- Staff should only attend the setting 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.
- There will be 3 members of staff in work each day out a total of 6 staff members.
- Staff hours, days they work, and length of day may change in order to meet childcare demands and considerations within this policy.

Physical distancing/ grouping /safety

- The setting will complete a risk assessment before opening Pre-School to all children 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 settings policies and procedures and risk assessment.
- 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 and if supporting an ill child a face mask and visor should also be worn if a 2 metre 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 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 members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session.
- Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

Training

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may 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.
- Aim to minimise the 'pinch points' during the day and limit drop off and pick up to one parent per family.
- Parents may have to queue to drop their child off at Pre-School and should follow social distancing guidelines set out by the Government when doing this.
- Drop off will be done via the main door, parents will not be permitted to enter the setting and children will be taken to the main hall by a member of staff.
Pick up will be done via the side gate to the astroturf.

Communications

- Parents should 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 should inform the setting of their circumstances and if they plan to keep their child away, this helps the setting to conform to our safeguarding policy.
- Parent handovers will be kept to a minimum and we would like to ask parents to collect and drop of children as swiftly as possible to keep queues outside Pre-School down.

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 Pre-School unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual Pre-School 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 Pre-School alone, using their own transport or if possible walk.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises or grounds.

Hygiene and Health & Safety

Hand Washing

- All children and staff must wash their hands upon arrival at Pre-School
- 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 hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

Cleaning

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal area, 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 and lid.
- Bodily fluids must be double bagged and disposed of in a bin with a bag and lid.
- 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 the individual tests negative; waste can then be put in with the normal waste or the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste.

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 (dough, clay) and the suspension of the sharing of food and utensils.
- Remove anything which cannot be easily wiped down or washed at the end of the day.
- Baking, food play and finger painting should be avoided.

PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- 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 should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staffmembers where possible and cleaned regularly.

Monitoring

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The Manager will be responsible for the child during this time. The provider may consider suitable PPE for this staff member such as the addition of face mask, 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 Pre-School, 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.

Monitoring of this policy

This policy will be reviewed regularly during the next half term by the setting manager/trustees, new government legislation and policies will be incorporated appropriately as and when required or informed.

This policy was adopted by	Goostrey Pre-School CIO
On	May 31 st 2020, reviewed and amended September 3 rd 2020 for the start of the Autumn Term
Date to be reviewed	May 2021 or sooner if guidance changes
Written by	Nicola Ellershaw (Manager)
Approved by	Anne- Louise Warren
Role	Chair of Trustees