



8/6/2020

COVID-19 Accidents and first aid policy APPENDIX

To be followed during the Coronavirus pandemic

During this time parents will be contacted by telephone regarding accidents and incidents, this will be followed up by an email containing a copy of the accident form. We will be asking parents to email back confirming they have received the form. A copy of this email will then be attached as an acknowledgement of the accident/incident.

If an ambulance is needed, the usual procedure will take place but unfortunately a staff member would not be able to escort a child to the hospital in the absence of the parent. Therefore we would endeavour to contact parents and ask them to come to the nursery as a matter of urgency.



8/5/2020

COVID-19 Arrivals and departures policy APPENDIX

To be followed during the Coronavirus pandemic

Please see the new Admittance Procedure attached, this will be followed and remain in place until further notice.



10/9/2020

COVID-19 BEREAVEMENT POLICY APPENDIX

To be followed during the Coronavirus pandemic

We recognise that children and their families may experience grief and loss of close family members, or friends, during the pandemic. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.

We will discuss with parents to discuss any bereavements that may happen/have happened, and work with them to support the child the best we can.

We will also signpost to other agencies should further support be required.



10.9.2020

COVID-19 CARING FOR BABIES AND TODDLERS POLICY APPENDIX

To be followed during the Coronavirus pandemic

The policy will continue to be in place with the following addition:

- Increased frequency of cleaning in line with our enhanced cleaning schedule; toys sterilised after use; any toys/equipment/resources that cannot be easily cleaned e.g. soft toys may not be used during this time (as per risk assessment)
- Use of PPE will remain in place for nappies, toilet accidents etc
- There will be safe distancing of cots/beds (where possible) and children will be positioned away from each other during sleep times. Bedding and sheets will be washed in line with NHS laundry guidelines
- Items such as towels, flannels and bedding will not be shared by children
- Children will be sat at a safe distance during meal times, and supervised at all times when eating/drinking to ensure they do not share cups/utensils or food
- Outdoor shoes will be removed inside
- Parents are not permitted to leave travel accessories including buggies, car seats and scooters in the setting.



Updated – 7/9/2020

COVID-19 Critical incident policy APPENDIX

To be followed during the Coronavirus pandemic

Due to the Coronavirus pandemic, 2 new procedures have been put into place to support the critical incident policy these are

1. Procedure for symptomatic staff
2. Procedure for symptomatic child

We will adhere to these new procedures, and in addition, will continue to follow all government guidelines regarding COVID-19, keeping staff and parents up to date with any changes. This includes following any procedure should the virus spread across the setting, and/or the infection rates were to increase again, as well as any local restrictions.



11.9.2020

COVID-19 EQUIPMENT AND RESOURCES POLICY APPENDIX

To be followed during the Coronavirus pandemic

We will carry out more frequent cleaning of toys and resources (at least twice daily and where children have explored anything with their mouths)

Equipment and resources that cannot be easily cleaned, for example soft toys, may not be put out during this time (as per our risk assessment). Any unnecessary items in rooms will be stored elsewhere, where possible.

Children are discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case, items will be cleaned appropriately upon arrival.



8/6/2020

COVID-19 Fire Safety Policy APPENDIX

To be followed during the Coronavirus pandemic

During the Coronavirus Pandemic the Fire Safety Policy will remain in place in full, with one consideration to social distancing measures.

During an evacuation, key workers will remain with their key groups and keep the appropriate distance from the other groups where possible.

This will be reviewed as Government guidance changes.



8/6/2020

COVID-19 Food play policy APPENDIX

To be followed during the Coronavirus pandemic

Whilst the Coronavirus Pandemic is live and Government restrictions are in place, the nursery will not be using food in play. This will reduce the risk of the spread of the virus.

This will be monitored continually and reviewed as and when necessary.



Updated 5/9/2020

Health and Safety and General policy APPENDIX

To be followed during the Coronavirus pandemic

During the Coronavirus pandemic there has been many procedures put in place to ensure the safety of staff and children.

1. Admittance into nursery for staff
2. Admittance into nursery for children
3. Cleaning schedule for all rooms
4. COVID-19 risk assessments

We will carry out and continue to review our COVID-19 risk assessment. This assessment directly addresses risks associated with Coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families and staff.

We will consult all employees on health and safety, so they are best placed to understand the risks in nursery.

Management will be ensuring that cleaning is of a high standard with our Enhanced Cleaning Schedule, and that the procedures are being followed for the safety of everyone.

From the 20th July the groups (bubbles) will be disbanded as per Government guidelines. Instead dividers will be put in place to separate pre-school and 2-3's. Baby room is already separated. Children will not mix with children from another room, and staff will remain in their designated room where possible. Staff will still maintain their own areas i.e. 2-3's.

Health and safety in the office:

2 members of staff only are to be in the office at any one time. The door should remain open for ventilation (unless an important meeting/ call is taking place) Staff will be adhering to social distancing rules and cleaning intermittently throughout the day following the risk assessments.

Legal framework:

During the Coronavirus pandemic the storing of some COSHH products such as the Antibac wipes will be stored on high shelves within the nursery so that they are easily accessible throughout the

day, but out of children's reach. These cleaning products would then be returned and stored in the locked cabinet at the end of each day.

COSHH assessments are completed for all products

PPE:

Government guidance is that PPE is not required for general use in early year's settings to protect against COVID-19 transmission. PPE will be continued to be worn as normal for nappy changing and administration of paediatric first aid.

Full PPE will be worn when caring for a symptomatic child whilst they await collection. This will include a mask and eye shield.

Essential supplies:

We will ensure an adequate supply of essential supplies by implementing a monitoring system of stock levels, and ordering in advance before the levels become low.

Coronavirus testing:

We will ensure that we follow the NHS Test and Trace process and contact our local PHE health protection team, where applicable. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- Book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them in nursery. All children can be tested, including children under 5, but they will need to be assisted by their parents or carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for COVID-19, or if asked by the NHS Test and Trace
- Self-isolate if they have been in close contact with someone who tests positive for COVID-19 symptoms.

We would ask parents, carers and staff to inform us immediately of the results of the test:

If someone tests negative, and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.

If someone tests positive, they should follow [Stay at home:guidance for households](#) with possible or confirmed COVID-19 infection, and must continue to self-isolate for at least 10 days from the onset of their symptoms, although we would ask that they continue to self-isolate for the 14 day period along with household members. They can then return to nursery only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Further information can be found at: www.hse.gov.uk/news/coronavirus.htm



8/6/2020

COVID-19 Healthy Workplace APPENDIX

To be followed during the Coronavirus pandemic

Following the current government guidelines, the following has been implemented during the Coronavirus pandemic, and must be adhered to:

- * Staff breaks will be staggered where necessary and staff must maintain the social distancing rule
- * Personal hygiene - Uniforms to be clean on each day – Staff will not wear uniform to work, but will change into it upon arrival, and then wash at the end of each day.
- * Cleaning - see the enhanced cleaning schedule
- * Kitchen - See the Covid 19 risk assessment for this area and ensure only one member of staff is in the kitchen at any time.
- * Nursery - See the enhanced cleaning schedule and maintain the social distancing rule.



8/6/2020

COVID-19 Immunisation policy APPENDIX

To be followed during the Coronavirus pandemic

Immunisations need to be up to date for children to return during the pandemic, as they are more prone to illnesses which can affect their immune system leaving them vulnerable.



11.9.2020

COVID-19 INFECTION CONTROL POLICY APPENDIX

To be followed during the Coronavirus pandemic

We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread. In addition to this, we will also:

- Implement robust handwashing routines. Hands will be washed thoroughly for 20 seconds with running water and soap, then dried thoroughly, or alcohol hand sanitizer will be used ensuring that all parts of the hands are covered
- Hands will be washed upon arrival at the nursery, before and after eating, before and after activities, and after sneezing and coughing
- Staff and children (where age/stage appropriate) will be encouraged not to touch their mouth, eyes and nose
- Ensure good respiratory hygiene – using a tissue or elbow to cough or sneeze, and use bins for tissue waste; promoting the 'catch it, bin it, kill it' approach for all staff and children
- Ensure that help is available for children who have trouble cleaning their hands independently
- Encourage young children to learn and practise these habits through games, songs and repetition
- Ensure that lidded bins for tissues are emptied at the end of each day, or when full, whichever is sooner
- Clean frequently touched surfaces often using standard products – including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks; wiping down toilets after each use, light switches etc
- Where possible, we will ensure natural ventilation by opening the windows within nursery
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Take steps to ensure symptomatic individuals do not attend nursery

- Minimise contact and mixing as much as possible, such as children remaining in their rooms and not mixing with children from other rooms, and staff remaining in one room with their key groups

Children's temperatures:

Routine testing of children's temperatures will not take place as per government guidelines. We remind parents and staff to follow national advice on COVID-19 symptoms. We ask all staff and parents to follow government advice if anyone in their household displays any symptoms.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-housholds-with-possible-coronavirus-covid-19-infection>

If a child has a high temperature whilst at nursery, parents will be called immediately. The child will be cared for in the designated isolation area, away from the other children (see also Procedure for Symptomatic Child).

Travelling to nursery – parents, children and staff are encouraged to travel by car, walk or cycle where possible, to avoid public transport, especially at peak times.



Updated 7/9/2020

COVID-19 Intimate care policy APPENDIX

To be followed during the Coronavirus pandemic

All staff to be aware of the social distancing guidelines when welcoming and reassuring children, try distraction techniques where possible.

Throughout this time, we will endeavour to maintain a keyworker for each group that the children are familiar and comfortable with.

We will continue to ensure that all children' intimate care routines are met following safe practices, as stipulated in the health and safety and infection control policies, including the use of PPE.



Updated 7/9/2020

COVID-19 Medication Policy APPENDIX

To be followed during the Coronavirus pandemic

During this time children will not be admitted into nursery if they are taking antibiotics, until they have finished the course and are fully fit to return.

Other medications will be dependent upon what they have been prescribed for. This will be at the discretion of the management team.

If anyone becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home.



Updated 5/9/2020

COVID-19 Nutrition & Mealtimes APPENDIX

To be followed during the Coronavirus pandemic

During the current situation with Coronavirus the 'outside catering company' The Vines, will not be allowed to enter nursery until further notice. Therefore, the nursery will be doing their own meals. The meals provided will continue to be as healthy, nutritious and balanced as we can make them given the limitations of the kitchen, and will still meet individual needs and requirements. New menus have been compiled and will be rotated every 3 weeks.

From the 20th July the children who stay for lunch will remain in their own areas, and will be able to socialise together throughout the day, as well as during lunch and snack times. This is because the Government have changed their guidelines to no longer having to put children in groups (bubbles). Instead rooms/areas will be separated by dividers.

Fresh drinking water is always available and staff will ensure that cups are cleaned after each use.

Children will be supervised at all times when eating/drinking, to ensure that they do not share cups, utensils, food etc, to prevent cross contamination.

Snacks, lunch and tea will be prepared by one member of staff in the kitchen, and staff will wear the appropriate PPE when serving food.

Children will remain in their own areas during snack and mealtimes.



8/6/2020

Outdoor Play Policy APPENDIX

To be followed during the Coronavirus pandemic

Unfortunately, during the Coronavirus pandemic there will be no visits and outings taking place, although this will remain under constant review as guidelines change

The Sun Care policy and Parents and Carers as Partners policy have also been amended to include new procedures during the Coronavirus pandemic.

The resources in the garden will be limited and stored appropriately when not in use. After each session the resources will be washed down with hot soapy water and disinfected. The door will be wiped with Antibac spray and kitchen roll. When the children go outside there will be a small waste bin for tissues to go into.

The maximum number of children to play in the water has been changed following Government advise. 2 children will play in the water at any given time, whilst remaining in their own groups.

Also following Government guidelines, there will be no sand or soil (mud) play.

When bicycles have been used, they will be cleaned with hot soapy water.

The nursery will have use of the carpark for the bicycles and scooters. This will be risk assessed beforehand and the number of children at any one time will be limited.

The garden will be divided into 2 sections so 2 groups (bubbles) of children can use it simultaneously, whilst maintaining social distancing and ensuring safeguarding procedures are followed at all times.

When planning for the outdoor garden the following will be considered:

- How all groups of children can be given equal opportunities for outdoor learning, while ensuring outdoor equipment and toys are appropriately cleaned between being used by different groups.”



8/6/2020

COVID-19 Parents and carers as partners policy APPENDIX

To be followed during the Coronavirus pandemic

During the Coronavirus pandemic parents will not be allowed in the setting, due to the government guidelines and advice, and with the aim of reducing the risk of staff and children contracting COVID-19.

Feedback will be given to parents via the nursery app, the Parenta, telephone and emails.

Parents evenings, participation days, home learning, 1000 story challenge and coffee breaks will be put on hold until it is safe to reinstate.

Parents can contact the nursery at any time whilst these new measures are in place, either by telephone or via email., and members of staff will be happy to speak with them, and answer any queries or concerns they may have.



Updated 4/9/2020

COVID-19 Safe and respectful care policy APPENDIX

To be followed during the Coronavirus pandemic

During the Coronavirus pandemic we will do our best to comply with the Government' social distancing guidelines, whilst still providing a high level of care and support to our young children and their families.

We will continue to follow the Safe and Respectful Care policy with the exception of when a child is ill. We will then follow the sickness and illness addendum & the procedure for a symptomatic child.



14.9.2020

COVID-19 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) APPENDIX

To be followed during the Coronavirus pandemic

Vulnerable children continue to be expected and encouraged to attend the nursery where it is appropriate for them to do so (for children with education health and care (EHC) plans, risk assessments will be carried out).

Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing conditions, no longer have to shield from August 1st. This will be reviewed as and when the government guidelines change.

Due to the lockdown there will possibly be areas where a child's progress is less than expected. Where there are concerns a plan will be put in place with activities and strategies to address this.

Assessment for all children will take place gradually over the next few months, with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.



Updated 4/9/2020

COVID-19 settling in policy APPENDIX

To be followed during the Coronavirus pandemic

Settling in sessions will resume for the September 2020 intake of new children. We will work with families that are new or who have not attending the setting for several months. Settling in sessions will be arranged by appointment and parents will be asked not to enter the nursery unless absolutely necessary (see Procedure for Settling in Sessions).

Key persons will contact parents/carers prior to the first settling in session, to arrange an online video call, where they will introduce themselves and the 'All About Me' form will be completed, and parents/carers will have an opportunity to ask any questions they may have.

Any new families will be asked to sign a declaration to say that they have read all of the policies, procedures and addendums related to COVID-19. They will also be asked to confirm that their child or no one in the family has any symptoms of COVID-19.

Any child that develops COVID-19 symptoms will be isolated and parents/carers will be contacted to collect the child, following our procedure for a symptomatic child. Parents will then be asked to book a test. A negative test result or an isolation period of 14 days will be required before the child can return to nursery.



Updated – 10/9/2020

COVID-19 sickness and illness APPENDIX

To be followed during the Coronavirus pandemic

During the Coronavirus pandemic children will not be permitted into nursery if they display any of the following symptoms:

1. A new or persistent cough
2. A fever
3. Anosmia (a loss of smell or taste)

Please see the procedure for Symptomatic Child for further information on how we would deal with a child who develops symptoms whilst in nursery.

If your child/ children are showing any signs of the COVID symptoms then they must self-isolate for **10** days, whilst everyone else in the household should self-isolate for 14 days and seek advice from the NHS 111, as per government guidance. We would however ask that the child not return to nursery until the 14 day quarantine for the household has been followed.



14.9.2020

COVID-19 STAFF DEVELOPMENT AND TRAINING APPENDIX

To be followed during the Coronavirus pandemic

During lockdown staff have continued to keep up to date with mandatory training, thanks to our online training programme.

Although paediatric first aid training was suspended, it has now resumed and any staff that need to update their qualification have either now done so, or are booked onto the training course in the immediate future.

A fully qualified paediatric first aider will be on duty at all times when children are in attendance.

Where possible, meetings will be conducted through virtual conferencing, and training will be carried out online.

All staff members will receive appropriate instructions in the policy and procedure appendixes, infection control, the site operating procedures and risk assessments within which they will be operating.



8/6/2020

COVID-19 Suncare policy APPENDIX

To be followed during the Coronavirus pandemic

Parent' will be asked to apply suncream to their child/ren before they arrive at nursery, to limit contact and minimise the risk.

For children attending a full day, staff will re-apply suncream when needed. Staff will wear PPE to apply the suncream, consisting of: gloves, aprons and a face shield to minimise any risk to themselves and the child/ren.



10/7/2020

Supervision of children APPENDIX

To be followed during the Coronavirus pandemic

Following new Government guidance, from the 20th July children no longer need to be grouped into 'bubbles'. Therefore, with the aid of dividers, each room will be sectioned off into baby room, 2-3's and pre-school. Children and staff will remain in their allocated rooms, unless there is an absolute necessity for them to cover in another room.

Supervision

- Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- 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.
- Provision will be different from the norm with limited resources. Fewer staff and children in each session. Learning may be limited due to fewer resources being available. **From September 2020 learning will resume as normal and staff will plan activities for the full EYFS curriculum. A review of resources will be carried out in August**
- Play equipment to be minimalised and multiple groups are not to use it simultaneously
- Minimize contact and mixing by altering, as much as possible, the environment.
- Removal of soft furnishings, soft toys and toys that are hard to clean
- Social distancing between children will be difficult when they are in the same room. We will however keep children in their key groups, with their key worker for activities, and staff will do their best to try to minimize contact as much as possible
- Staff are to maintain and oversee the cleaning within their allocated rooms.



14.9.2020

COVID-19 SUPERVISION OF VISITORS APPENDIX

To be followed during the Coronavirus pandemic

Attendance to the nursery will be restricted to children and staff. In instances where we need to use other professionals such as social workers, speech and language therapists etc, we would assess whether the professionals need to attend in person or if they could do so virtually. If attendance is vital then we would follow the procedure for admitting visitors. Visitors would be kept to a minimum and they would be asked to closely follow the protective measures in place including social distancing.

Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.



Updated 10/9/2020

COVID-19 Transition Policy APPENDIX

To be followed during the Coronavirus pandemic

During the Coronavirus pandemic the nursery will do its level best to ensure that children remain with the same key workers, although this may alter slightly due to staff holidays or illnesses. Any room transitions will be based on individual needs, the child's age/stage of development, and how their key person/parent feels they will respond to any further changes.

We will endeavour to reassure parents through this difficult period by sharing with them the new policies & procedures, and answering their concerns to the best of our ability. This will be done via telephone or email.

Unfortunately, we are unable to welcome schools into our setting during this period. We will however liaise with them via email or telephone to aid a smooth a transition as possible.

During this time, we will only have children on the premises who attend our setting.



8/6/2020

COVID-19 Visits and outings APPENDIX

To be followed during the Coronavirus pandemic

Unfortunately, during the Coronavirus Pandemic, to minimise the risk to staff and children there will be no visits and outings until further notice.



8/6/2020

COVID-19 Welcome Policy APPENDIX

To be followed during the Coronavirus pandemic

Unfortunately, during the Coronavirus Pandemic, to minimise the risk to staff, children and parents, the nursery will not operate the open-door policy or invite parents into the setting.

Please see our temporary Admittance procedure, Site Operational Procedure and risk assessments.



8/6/2020

COVID-19 Whistleblowing policy APPENDIX

To be followed during the Coronavirus pandemic

During this time staff must report any serious breaches of the Government guidelines, for example if you know a staff member has been in contact with someone who has or is displaying the symptoms of Covid 19, or is displaying symptoms themselves and has continued to come to work. This would be classed as a serious breach.