



16/12/21

COVID-19 Arrivals and departures policy APPENDIX

Please see the amended 'Procedure for Admitting Children', this will be followed and remain in place until further notice.



Beeches Day Nursery
Procedure for admitting children to nursery during COVID
Updated 16/12/21

1. Parents will drop off and collect at the building's main doors.
2. Please keep your children with you until they are handed over to a staff member
3. Children & anyone dropping off should be symptom free of any illness. We may ask parents if they have given their child any medication prior to them coming into nursery
4. A staff member will greet you at the doors to walk your child into nursery, and bring them to you at the end of their session. Staff members will use face coverings at their own discretion
5. Children must not bring items in from home. A comforter may be brought in if it is necessary to settle a child. A dummy is allowed, although you will need to provide a container for it to be kept in when not in use. Children should bring in (dependant on the weather) their coat, spare change of clothes and sun cream. We are still limiting how much comes into nursery
6. Staff will sign the children in and out, in the book as well as on the Parenta app
7. Staff and children will wash their hands upon arrival at nursery. Catch it, Kill it, Bin it, & washing of hands will remain our policy – please continue this at home.
8. If it is sunny then parents will be asked to apply sun cream prior to children coming to nursery. If your children are attending for a full day, please put sun cream (labelled) in their bag and staff will apply more as and when required
9. If children have been prescribed Antibiotics, then they should remain at home for at least the first 48 hours, or until they are well enough to be at nursery
10. PLEASE BE ON TIME for your child's sessions, as staff are unable to constantly leave the children to get a latecomer. It not only creates a safeguarding risk, but it disrupts the routine for the children.
11. Please do not delay staff at the doors when dropping off or collecting. They are needed in nursery.
12. Parents who have appointments etc, will be asked to phone into nursery and arrange a drop off time in advance, prior to the appointment taking place
13. Feedback will be given on collection, and also through Parenta, or a staff member will contact you via telephone.
14. Parents can still contact the nursery at any time via telephone or email if you have any concerns or queries, or simply wish to know how your child is getting on. The number for the nursery is: **07487415892**. The number for the office is: **01922 620524**
15. The 'open-door' policy will not be in use during the Coronavirus Pandemic, as infections rates are still high, so parents will be unable to simply drop in and have a chat. If there is something you feel cannot be dealt with over the phone, then you would need to contact the office to make an appointment.
16. Please ensure your contact details are up to date, along with your emergency contacts, to ensure someone is able to collect your child in the event of an emergency or they become ill. You must be able to collect your child within 30 minutes of receiving a telephone call.



Beeches Day Nursery:
COVID-19 Symptomatic Child Procedure
Reviewed – 16.12.2021

1. If a child is showing symptoms of COVID-19: A new persistent cough, a fever, or Anosmia, then they will be taken to the designated isolation area. This area will be cordoned off using dividers with some visible tape so children are aware of the visual signs. The staff member accompanying the child would wear full PPE, including, apron, gloves, face mask and eye goggles, to ensure that they are taking appropriate precautions to protect themselves when dealing with COVID symptoms.
2. Anyone who has come into close contact with the child (staff or children) will wash their hands immediately for 20 seconds. Areas that the child has played in will also be cleaned
3. When the child is in the isolation area you should reassure and sit with the child and check & record the child's temperature and see to their needs.
4. If the child needs to use the bathroom, the member of staff will accompany them. The cubicle and sink will then be cleaned and sanitized before allowing other children to use them
5. There will be a COVID-19 symptom book where we can record the symptoms of the child. A COVID record sheet will also be completed
6. The parent would be called and asked to come and collect their child immediately. The staff member that remains with the child will then take the child out to meet the parent when they arrive at the nursery door
7. The parent will be encouraged to book a PCR test for the child and to call NHS 111 for advice. The family will then be advised to follow the latest Government guidelines
8. Any sibling of the symptomatic child who is on the premises will also be isolated and sent home as a precaution
9. When the child is collected, the staff member that has remained with the child will clean the designated isolation area using hot soapy water and then disinfect the area
10. The member of staff will then remove their PPE and dispose of the items following the nursery's guidelines (see site operating procedure), and clean and disinfect the eye goggles. They will then change out of their uniform into spare clothing, and wash their hands thoroughly before returning to work. Their uniform should be double bagged and placed in their locker, and then taken home to be washed immediately following the NHS laundry guidelines
11. All parents within that child's group in nursery would then need to be informed about the child with possible symptoms & to stay alert. If they are contacted by Test and Trace, then they must follow the guidance they are given
12. No child will be allowed to return unless they are symptom free, completed a 10 day isolation period if instructed by Test and Trace, or are well enough to return to nursery.

BEECHES DAY NURSERY COVID-19 SITE OPERATING PROCEDURES: 16th December 2021

Following the implementation of phase 4 by the government, to minimise the risks of the virus spreading as much as possible, the nursery will be following these main control measures: good hygiene, cleaning, ventilation & following PH advice on testing, self-isolation and managing confirmed cases.

FOCUS	AREA OF CONSIDERATION	PROCEDURES IN PLACE
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free should attend the nursery • If a child is named as a close contact they will need to self-isolate for 10 days, beginning the day after last contact. From Monday 16th August, anyone under the age of 18 years, will no longer need to isolate if they are named as a close contact. • Should an outbreak occur within the nursery or the local area, we will follow the Outbreak Management Plan along with government guidance
	Physical distancing/Grouping	<ul style="list-style-type: none"> • Social distancing or grouping is no longer required
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend if they are symptom free • Staff will still be asked to login with the QR code to assist Test and Trace • If staff are notified that they have been in close contact with a confirmed case, then they must follow the latest government advice & the advice/updates given to them by the nursery. This is in flux and will change depending on any new variant • If staff carry out a LFD test at home and receive a positive test, they must begin self-isolating for 10 days from the day of the result, and book a PCR test to confirm the result. If the PCR test comes back negative, then this overrides the LFD and staff may return to work • Staff will be encouraged to engage in asymptomatic testing twice weekly, to rapidly detect cases that would otherwise go undetected • Should a nursery or local outbreak occur, staff will follow the Outbreak Management Plan along with government guidance
	Physical distancing/grouping	<ul style="list-style-type: none"> • Staff are no longer required to social distance, but should continue to wear face coverings when in the office and communal areas, as these areas are enclosed with very little ventilation. We will continue to monitor guidance and staff will be notified when this changes • It is down to each individual staff member to decide if they would prefer to wear face coverings when greeting parents at the door

Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free should drop off and collect their child • Social distancing is no longer required • Parents will be asked to drop off and collect at the building' outer doors
	Communications	<ul style="list-style-type: none"> • Parents will be kept up to date via the Ourschools App, emails, letters, and the nursery website • Parents will be issued with the Site Operating Plan, the overall nursery risk assessment, and the admittance procedure relating to Covid-19 • Until further notice, the open-door policy on the premises will not be in operation, but staff will maintain contact via telephone, and if parents/carers wish to contact us at any time, they can do so via telephone or email. • Should there be an outbreak in either the nursery or the local area, then the Outbreak Management Plan will be followed along with government guidance • Should the nursery have to close then we will follow the `contingency plan for closure' to keep in contact with our parents & children
Visitors	Visits	<ul style="list-style-type: none"> • Parents can arrange a meeting on the premises by calling the office to arrange an appointment. A face covering must be worn whilst on the premises. The Procedure for Making Appointments will be followed at all times • Outside companies who come in to administer lessons, such as Animaltastic and French will be welcomed back following risk assessments being carried out • No visitors will be admitted into the office without a prior appointment, as the office space is small and not well ventilated.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Parents will be informed that they cannot leave bikes, pushchairs, car seats etc at the nursery • Outings and visits can be undertaken after a risk assessment is completed • Staff and parents will be asked to complete a `Travel Record Log' if travelling abroad, so that we can follow the latest government guidance in regards to their arrival back in the UK (in case they need to isolate)
Hygiene and Health & Safety	Hand washing	<ul style="list-style-type: none"> • All staff and children will wash their hands upon arrival at nursery • Staff will encourage children to wash their hands frequently and often: before and after activities, snacks and meals, after going to the toilet/potty, sneezing, coughing or changing rooms. Staff will also demonstrate good hygiene to the children by following this themselves
	Cleaning	<ul style="list-style-type: none"> • A new cleaning schedule has been put in place (please refer to the Cleaning Schedule) • The enhanced cleaning schedule will come into effect should there be a nursery or local outbreak

		<ul style="list-style-type: none"> • A deep clean of the nursery will also be carried out following any outbreaks, as advised by the local PHE • Touch points such as door handles etc, will be cleaned and sanitized throughout the day • All staff will be given a copy of the Cleaning Schedule, and management will ensure they are fully aware of what is expected regarding hygiene standards
	Waste Disposal	<ul style="list-style-type: none"> • Tissues will be disposed of immediately. Children will be encouraged to follow the 'Catch it, Bin it, Kill it' directions • Bins will be emptied once they are full, or at the end of each day. They will then be cleaned and sanitized (see Cleaning Schedule) • PPE will be disposed of in the usual way, unless it has been used after coming into contact with symptoms of Coronavirus. In this instance we will follow the Government guidelines (see procedure on dealing with a symptomatic child)
	Laundry	<ul style="list-style-type: none"> • Items such as flannels, towels, bedding etc will not be shared amongst children • All items requiring laundering will be washed in accordance with the NHS laundry guidelines
	Risk Assessment	<ul style="list-style-type: none"> • A full risk assessment of the nursery following the easing of certain restrictions will be completed and reviewed regularly • Risk assessments on rooms within the nursery will be completed • Risk assessments on clinically extremely vulnerable staff and children will be completed individually • A new Health and Safety risk assessment will be completed and reviewed when necessary
	PPE	<ul style="list-style-type: none"> • Government guidance states that PPE is not required for general use in early years settings to protect against COVID-19, unless staff are with a child who develops symptoms • Staff should wear face coverings when in communal areas of the nursery and the office • PPE that is normally used for nappy changing will remain in place • Staff will follow the 'Procedure for Dealing with a Symptomatic Child', in regards to wearing full PPE attire and the disposal of it • As well as PPE, frequent washing of hands for 20 seconds is to be maintained

Premises	Building	<ul style="list-style-type: none"> It is important that the nursery is ventilated, therefore, windows will be opened to allow natural ventilation. In colder weather they will be opened just enough to provide constant background ventilation, and will then periodically will be opened more fully when the nursery is not in use, to purge the air in the space. Convector heaters can be used to warm the rooms once a risk assessment has been completed to ensure comfort levels are maintained.
	Resources	<ul style="list-style-type: none"> Children will be permitted to bring in a `comforter` if they need it SEN children sometimes require certain items to alleviate stress and anxiety. Parents will be asked to provide items that can be kept in nursery in a pump bag Please refer to the Cleaning Schedule in regards to the cleaning of resources Each staff member has their own tablet to use and is responsible for the cleaning and safety of it. If they have to share then it will be cleaned before use and when finished with before handing it back to its owner
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> PPE is ordered including full PPE equipment. A staff member will be nominated to monitor stock levels for re-ordering. Cleaning supplies are purchased and stocked up. We will continue to maintain the level in case there are times when we are unable to purchase any. During the pandemic we will source all suppliers as well as our regular ones to ensure stocks levels are maintained
Responding to a suspected case		<ul style="list-style-type: none"> A procedure has been put in place for any child who may be displaying Coronavirus symptoms (please read procedure for `dealing with a symptomatic child`) A procedure has been put in place for any staff member who may be displaying Coronavirus symptoms (please read procedure for dealing with symptomatic staff)



Reviewed – 16.12.2021

COVID-19 Critical incident policy APPENDIX

Due to the Coronavirus pandemic, 2 new procedures were put in place to support the critical incident policy. They are:

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

We will continue to adhere to these 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 any restrictions that have to be reintroduced should the virus spread across the setting, and/or a local outbreak occurs.



16/12/21

COVID-19 DATA PROTECTION & CONFIDENTIALITY POLICY APPENDIX

All visitors will be asked to check into the nursery using the NHS QR code displayed. If a visitor does not have the app on their phone and therefore unable to do this, they will be asked for their name and a contact number. It will be explained that this information is for the purpose of Track & Trace only in exceptional circumstances where there is a high number of confirmed cases of the virus within nursery, or a local outbreak.

The information held would be given to Walsall Public Health in the event of a confirmed case of COVID019, and Public Health England (PHE).

Because the information provided is defined as `personal data`, it would be held for 21 days as required by PHE, and then shredded in line with GDPR.



16/12/21

COVID-19 EQUIPMENT AND RESOURCES POLICY APPENDIX

Please see the Cleaning Schedule for the nursery.

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.

Parents of SEN children who require specific items to help with stress and anxiety, such as a Spinner or something that they like to hold in their hands, will be asked to supply these items to keep at nursery in a pump bag with the child's name on.



Updated 16/12/21

Health and Safety and General policy APPENDIX

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 continue to review our COVID-19 risk assessment as the fluidity of the pandemic changes. 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, even with the easing of certain restrictions by the government.

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 a new Cleaning Schedule, and that the procedures are being followed for the safety of everyone.

Health and safety in the office:

The door should remain open for ventilation (unless an important meeting/ call is taking place) Staff will be required to wear a face covering to visit the office, due to the small space and lack of ventilation.

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 if they develop them in nursery and follow the latest guidance. 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 asked by the NHS Test and Trace

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.

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, beginning the day after the onset of their symptoms. They can then return to nursery, but only if they are not still displaying symptoms of COVID-19 & are well enough to return.

The nursery will have Asymptomatic testing available for staff to access and carry out twice weekly at home. Any staff member who receives a positive test result will be asked to begin the self-isolation period from the day of the test result, and book a PCR test to confirm the result. This will allow the nursery to act more quickly to a positive result and reduce the risk of an outbreak. Should the PCR test come back 'negative', this overrules the LFT test and staff may cease isolating and return to work.



16/12/2021

COVID-19 Parents and Carers as Partners policy APPENDIX

Unfortunately, due to the continuing high rate of transmission of the virus, the open-door policy will not be in operation, with the aim of reducing the risk of staff and children contracting COVID-19. This will however be under constant review. We will request that parents/carers continue to call the office to make an appointment if they feel it is necessary.

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

Parent events will remain on hold at this time, but this will continue to be reviewed.

Parents can contact the nursery at any time whilst these 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.

COVID-19 - Procedure for making and attending an appointment at

Beeches Day Nursery

Reviewed – 16/12/2021

- Ideally, in the first instance, please email or call the nursery to speak to someone: southwatt@aol.com / 01922 620524
- If it becomes absolutely necessary for you to come onto the premises, then an appointment will be made at a suitable time and date
- Please do not attend if you are showing any symptoms of the COVID-19, or you have come into close contact with a confirmed case and are having to follow the isolation period as set out in government guidelines
- When arriving, if the front door is locked, please call the nursery number to let us know you have arrived, and a member of staff will come and greet you
- We would ask that you wear a face covering (unless you are exempt) whilst in the communal areas or the office, as they are small spaces with very little ventilation.
- There is an NHS QR number displayed on the parent board by the signing in desk for visitors to check in using the NHS COVID-19 app. If you do not have the app on your phone, then you will be asked for your name & contact number for the purposes of Track & Trace, who may ask for this if a serious outbreak occurs or in exceptional circumstances. Contact details will be retained for 21 days and then shredded to comply with GDPR regulations
- At the signing in desk, you will be asked to use the hand sanitizer before entering the nursery
- The meeting will take place in the office and no entry into the nursery itself will be allowed
- Whilst in the building please adhere to all health and safety measures that are in place, as well as any procedures put in place to minimise the risk to contracting COVID-19

Thank you for your cooperation



Reviewed – 16/12/2021

COVID-19 sickness and illness APPENDIX

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

1. A new 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 (NHS guidelines state that a mild temperature of 38c could be a symptom of teething, therefore we would review this on an individual basis)

If your child/ children are showing any signs of the COVID symptoms then they should self-isolate for the required amount of time as set out in government guidance, and seek advice from the NHS 111, as per government guidance.

Walsall Public Health have notified of a rise in false negative tests. Therefore, should your child receive a negative test result but still have COVID-19 symptoms, we would ask that they not return to nursery until the symptoms have cleared and they are well enough to return.



COVID-19 SUPERVISION OF VISITORS APPENDIX

Reviewed – 16/12/2021

All visitors would be asked to check into the nursery via our NHS QR code, using the NHS COVID-19 app (this is displayed on the parent board by the signing in desk). If a visitor does not have the app, then they will be asked to supply their name and contact number. This is because, in exceptional circumstances, we may still be asked for these details by either Test and Trace or PHE.

All visitors will be asked to wear a face covering in the communal areas of the nursery and in the office, and to use the hand sanitizer before entering the nursery.



COVID-19 Welcome Policy APPENDIX

Reviewed – 16/12/2021

Unfortunately, because of the COVID pandemic, to minimise the risk to staff, children and parents, the nursery will not operate the open-door policy.

The office is a small, enclosed space with very little ventilation, therefore parents will be requested to book an appointment instead of just turning up.

This will be under constant review.