

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

The provider must promote the good health of children attending the setting.



8.10 - COVID -19

Policy statement

The health and safety of the children attending our setting, our staff, and the families of staff and children are of paramount importance, along with the safety of the wider community. Children's emotional wellbeing is of equal importance and will be supported as skilfully as possible within the necessary restrictions that need to be implemented.

These procedures are written in line with guidance from UK Government; <https://www.gov.uk/coronavirus>. The management team is responsible for ensuring all staff understand and follow these procedures, and for updating procedures as guidance may change. The policy is additional to our general policies and should be viewed in partnership with them. Some necessary measures may supersede our existing policies temporarily. Where permanent changes are adopted, existing policies will be updated.

Risk Assessment

A risk assessment has been carried out to address the risks from COVID-19 and due consideration has been given to adaptations to our usual practice. Sensible measures have been put in place and all existing policies and procedures followed. This will include, but not limited to:

- The suspension of learning experiences involving materials which are not easily washable such as malleable materials (playdough, gloop, sand and foam), and the suspension of sharing food.
- Removing anything which cannot be easily wiped down or cleaned at the end of the day.
- Removing soft toys, cushions and blankets.
- Removing dressing up clothes.

Our risk assessment process will be published on our website and via Tapestry and sent to parents via email with regular updates.

Procedures

The playgroup will remain open as long as the Government confirms that it is safe to do so. Playgroup will close as and when necessary through local and national guidance.

Staff, parents and children must follow all necessary social distancing guidance, both at home and in playgroup. This guidance may change; parents and staff must ensure that they always keep updated and follow national guidance and strategies in relation to COVID-19.

Numbers of children may be reduced and/or a phased return implemented after any necessary closures, to ensure that all necessary hygiene, and infection controls can be implemented and to manage staffing fluctuations that may be necessary. Places will be prioritised in the following order: vulnerable children and children of critical workers.

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 the “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.

Learning environment

Children will be encouraged to use the outside area as much as possible during session, as this can limit transmission and more easily allow for social distancing between staff and children. Windows and doors will be kept open throughout the day to aid good ventilation.

Infection controls

- Staff, parents or children with any of the 3 main symptoms – high temperature, new continuous cough, loss or change to sense of smell or taste will not be permitted into playgroup.
- Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the NHS website or ordered by telephone via NHS 119.
- Children should **NOT** be given analgesia such as Calpol, or other ibuprofen/paracetamol products before attending playgroup as this could mask symptoms of COVID-19. The playgroup reserves the right to refuse admission to children if this is not adhered to.
- If a staff member experiences symptoms while at work, they will be sent home. Staff will be advised to get tested. The staff member must isolate for 10 days or until they receive a negative test result.

- Parents will be informed that a member of staff has been sent home with coronavirus symptoms. We will remain open pending results.
- If the test is negative the staff member can come out of isolation and return to the setting. If the test is positive, close contacts of the positive staff member will be advised to isolate for 14 days. Test and Trace will contact the staff member for details of close contacts. Test and Trace will provide the latest advice about the next steps.
- If a child presents with symptoms, they will be taken to a separate room with a staff member, who will wear PPE, until their parent collects them. All parents will be contacted to inform them that a child has been sent home with coronavirus symptoms. We will remain open pending results.
- If the test is negative the child can come out of isolation and return to the setting. If the test is positive, close contacts of the positive child will be advised to isolate for 14 days. Test and Trace will contact the child's family for details of close contacts. Test and Trace will provide the latest advice about the next steps.
- All children attending a childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, without the need to self-isolate any longer than necessary if the test proves to be negative. A positive test will ensure rapid action can be taken to protect other children and the playgroup staff.
- If parents refuse to test their child or if a member of staff refuses a test, the child or staff member will still be required to isolate for 10 days. Their family members will need to isolate for 14 days.
- Parents must inform playgroup if they/or any member of their household has been advised to self-isolate.
- If a diagnosis of Covid-19 is confirmed all necessary bodies will be informed, including Ofsted, Public Health England and in the case of staff contracting the virus, Riddor.

Test and Trace

All users of and visitors to the setting will be required to fully support any Test and Trace guidance measures, including self-isolating. Any contact with Test and Trace must be declared to the setting, with relevant measures explained, including contact relating to other members of the person's household. The playgroup will also declare to users of and visitors to the setting should any staff member need to follow Test and Trace instructions.

Family members

- Staff **MUST** declare if they have a member of their household displaying signs of COVID-19 and may NOT come into preschool.
- Parents **MUST** declare if they have a member of their family displaying signs of COVID-19 and may NOT come into preschool.

Social distancing:

Staff

- Staff will observe stringent social distancing with each other and as much social distancing as possible with children.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.

Visitors

- Attendance to the setting will be restricted to only children and staff as far as practically possible and visitors should not be permitted to the playgroup unless essential (e.g. essential building maintenance).
- Where essential visits are required, these should be made outside of the usual playgroup operational hours where possible. As far as possible, parents and carers should not enter the premises unless there is an emergency.
- Ofsted have suspended inspections until January 2021.
- Where it is necessary for visitors such as Portage, Speech and Language Therapists or Area Sencos to visit the setting, precautions will be taken to ensure hygiene and social distancing measures are adhered to.

Parents

- Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child.
- When parents are waiting to drop off or collect their child, they should maintain social distancing as per Government guidelines.
- Parents will be allowed to enter the garden for the purpose of settling an upset child. If a child becomes distressed and needs their parent to settle them, this should take place in the outside learning area. Parents should minimise contact between other children and staff members.

Clothing and PPE

- Staff members and children should wear fresh, clean clothes each day.
- If uniform is not able to be laundered in time for the next session staff are in, they should speak to the Manager and fresh, suitable clothes should be worn instead.
- Staff are advised to remove their work clothes as soon as they arrive home and take a shower immediately to remove any germs they may have picked up.
- 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. PPE should be disposed of following Government guidelines.

Hygiene and Health & Safety

Handwashing

- Parents, children and staff must wash their hands before they leave their house to come to playgroup.
- All children and staff must wash their hands upon arrival at the playgroup, for at least 20 seconds.
- Ample supplies of soap and paper towels will be provided, and children will be supervised to ensure handwashing is done safely.
- Parents are requested to teach/remind children how to wash hands thoroughly.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hands and dealing with unwell people.
- The clean-up of body fluid spills should follow the correct procedures as normal.
- Hand sanitiser will be available for staff to use regularly.

Snacks and lunchtime

- To limit handling of food, parents are asked to provide a piece of cut up fruit for snack times. No self-service snacks will be provided.
- Water bottles **MUST** be supplied (containing water only) and clearly named.
- Lunch boxes **MUST** be clearly named.
- Lunch boxes and water bottles will be cleaned on arrival at playgroup.
- Parents/carers are asked to thoroughly clean their child's lunch box and water bottle between uses.
- Parents are asked to supply their child's lunch in containers that the child can independently manage, to minimise handling of food items by staff.
- Social distancing will be promoted during snack and lunch time by reducing the number of children and staff at each table.

Toileting and nappy changing

- If a child requires assistance with their personal care needs, staff will support them from the side/behind to avoid face to face close contact.
- Staff will have the necessary PPE to carry out any intimate care duties.

First aid and administering medication

- Any necessary first aid or administration of medication will be carried out using PPE, as per normal practice.

Cleaning

- An enhanced cleaning schedule will be implemented that includes furniture, surfaces, children's toys and equipment.
- Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.

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 lidded bin.
- Tissue bins must be emptied regularly throughout the day
- Tissues etc. that have been used by a child or member of staff with suspected COVID-19 must be disposed of following the Government guidelines.

Resources

- Children should not be permitted to bring items from home into the setting, unless essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic. Any belongings brought in from home should remain in the child's bag.
- Parents are advised that they cannot leave any travel accessories including buggies, car seats or scooters in the setting.
- All resources required for play and learning experiences should be regularly washed and/or sterilised. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationery, tablets etc. should be allocated to individual staff, where possible, and cleaned regularly between use.

Travel

- Wherever possible, staff and parents should travel to playgroup alone, using their own transport or if possible, walk.
- If public transport is necessary, current guidance on the use of public transport must be adhered to.
- Parents should avoid visiting any shops on the way to playgroup.

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

- Coronavirus Act 2020
- Public Health England (PHE)
- World Health Organisation (WHO)
- Department for Education (DfE)

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	Via email August 2020
To be reviewed	Ongoing review based on new guidance.
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	J. Stephens
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
04/01/2021	S. Mason	Manager	