**Burghclere Pre School COVID 19 Policy**

**1.38**

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

 **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.**

 **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.  Staff are trained in there play and nurture groups and will utilise these strategies to provide as safe, stimulating and nurturing preschool experience for all who attend.

These procedures are written in line with guidance from UK Government*;* <https://www.gov.uk/coronavirus> the manager 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**

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

**Procedures**

* The preschool will only open when the Government issues confirmation that it is safe to do so. Preschool 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 preschool. This guidance may change; parents and staff must ensure that they keep updated and follow national guidance and strategies in relation to COVID 19 at all times.
* 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, children of critical workers, children starting school in September.

 Indoor and outdoor environment

* The layout of the setting will change to encourage social distancing for everybody. ‘The outdoor area will be fully utilised. Free flow play will be continue so that children enjoy at their choice.

Security

* Due to lower staffing levels and to comply with social distancing, manning of external gates and exit/entry points during drop offs and collections may not take place.  Parents are asked to be especially vigilant when entering and leaving the premises.  Gates will be locked promptly and exit/entry points secured.

Infection controls – symptoms

Anyone experiencing any of three coronavirus symptoms MUST stay at home.  The symptoms are:

* 1. A high temperature
	2. A new, continuous cough
	3. A loss of, or change to, sense of smell or taste
* Children should NOT be given analgesia such as Calpol, or other ibuprofen/paracetamol products before attending preschool as this could mask symptoms of COVID.  The preschool reserves the right to refuse admission to children if this is not adhered to.
* 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 on preschool site.
* Temperatures of staff and children will to be taken on arrival at preschool and then at 1pm.
* If a staff member experiences symptoms while at work they will go home, parents will be contacted to collect their children and preschool will close for 2 weeks or until the results of tests are received that confirm a negative result.
* If a child presents with symptoms they will be taken to a separate room with a staff member who will wear PPE, parent of the child will be contacted to collect the child and the rest of the parents contacted to collect their children. Preschool will close for 2 weeks or until the results of tests are received that confirm a negative test.
* If a diagnosis of Covid is confirmed all necessary bodies will be informed, including Ofsted, Public Health England and in the case of staff contracting the virus, Riddor.
* We advise and expect parents and staff to fully support contact tracing measures and to follow the advice given, should they be contact traced.  Parents must inform preschool if they/or any member of their household has been advised to self-isolate.

Infection controls – track and trace

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

Infection controls – other household 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.

Shielded and clinically vulnerable adults and children

* Some adults and children are advised not to attend.  If this is the case the preschool would not require staff to work and would not permit the attendance of those children affected.

Social distancing

 Staff, children, parents and visitors will be permitted to wear face coverings and masks if they wish.

 Social Distancing – Visitors

* Children and staff will be the only persons to enter inside the preschool area of the building during operating hours.  No other visitors will be permitted unless absolutely necessary and by arrangement with setting manager.
* Anyone using main doors to the building e.g. hall committee members, will inform preschool manager of time and date of entry.

Social distancing – parents

* Parents will be required to bring their child to the front doors where a member off staff will walk them into preschool.
* Social distancing must be observed on arrival and leaving the preschool.
* Children will be released to parents via the front door, one by one at home time –
* It is advised that only one parent drops and collects children, and that the same parent does this each day.

Social distancing – staff

* Staff will observe stringent social distancing with each other and as much social distancing as possible with children.
* Staff members will observe practice and give reminders and support to ensure that social distancing is adhered to as much as practicable.

Key Groups

* It is not anticipated that children will be re-allocated new key practitioners, however this may be reviewed if the interests of the child requires it and staffing allows.

 Hygiene controls – hand washing

* Staff and children will wash their hands on arrival to the premises, and often throughout the day and before they leave the preschool.
* Ample supplies of soap and paper towels will be provided and children supervised to ensure this is done safely.
* Additional hand sanitiser stations will be set up in the preschool room and for hand sanitising.
* Parents are requested to teach /remind children how to wash hands thoroughly.
* Children and parents are advised to wash their hands before they leave the house to come to preschool
* <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hygiene controls – toileting

* Children will use the toilet one at a time.  ‘There is a designated cubicle for the children to use along with the disabled toilet.
* If a child is in need of assistance staff will support them from the side/behind to avoid face to face close contact.
* Staff will have PPE to carry out any intimate care duties.
* Parents are asked to explain to children some of the restrictions that are necessary so that they understand some of the differences that they will experience.

Infection controls – resources

* The resources offered will be limited to those that are not considered an infection risk.
* Resources will be swapped over and cleaned in between each use.
* Outdoor resources such as the slide, mud kitchen, bikes etc. will be wiped down between each child’s use.
* Equipment inside e.g. counter tops will be frequently wiped throughout the day, and at the beginning and end of each day.

 Infection controls – cleaning

* Staff will conduct rigorous and thorough cleaning before children arrive at preschool, throughout the day and at the end of the day. This will include high contact areas such as door handles in addition to resources.
* Toys and comforters are not permitted to be brought into preschool. Parents are asked to ensure that children are not bringing small toys in pockets etc. into preschool. Scooters etc., from home, will not be permitted on the premises or in the garden area.
* Pre-school wellington boots, coats etc. will not be used to minimise the risk of unconscious sharing between children.
* Parents will be asked to provide all wet weather clothing for their own child. Soiled clothing will be double bagged and returned to the child’s parent for washing.

Infection controls – lunches

* Lunch boxes MUST be clearly named, placed in the child’s individual tray.
* Water bottles MUST be supplied (containing water/squash) and clearly named.
* If a child appears unusually reluctant to eat lunch or complains that it doesn’t taste right, this will be deemed as a possible symptom and procedures followed for the child to be collected, self-isolate and tested before returning to preschool.
* Parents are asked to clean lunch boxes and water bottles thoroughly before coming to preschool and again once home.
* Parents are advised to alternate lunch and water bottles daily so as not to have the same lunch box or water bottle over 2 days if possible.
* Parents are asked to supply their child’s lunch in containers that the child can independently manage, to minimise handling of the items by other people.
* Water bottles will be regularly offered to children, no self-service drinks will be offered to children.

 Infection controls – snacks

* Snacks will continue to be provided by the preschool.  They will be limited to fruit items that require less preparation. E.g. whole apples or carrots. Self-serve snacks will not be provided.
* Snacks will take place all at the same time and will be given to each child in a bowl.

Infection controls – payments

* We are reluctant to accept cash payments or donations. Parents are encouraged to make usual snack donations/fees by on-line banking.

Infection controls – travel

* We will not be accepting children who have had to travel to preschool using public transport.
* Staff are asked to not use public transport

 Infection controls – administering first aid

* Any necessary first aid will be carried out by all staff that are first aid trained.  Staff will use PPE
* All notifications of accidents/ incidents and first aid will be written down as normal.
* Major accidents/incidents will be dealt with in the usual way using PPE.

 Infection control – physical intervention

* Staff will only physically intervene with a child if necessary to avoid injury to people.
* Staff can still use physically intervene to take an unsettled child on arrival to preschool however measures will be taken to try and encourage the child to enter preschool voluntary.

Infection control – clothing and sun screen

* Children are required to wear clean clothing every day.  Children will need their own weather wear on days this is necessary eg. waterproofs, sunhats etc. and will need to have a ‘once a day’ sun screen applied before attending preschool.

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| This policy was adopted at a meeting of | Burghclere Pre-School |  |
| Held on | n/a | (date) |
| Date to be reviewed | April 2021 | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory | Hayley Lynch |
| Role of signatory (e.g. chair/owner) | Manager |