



Epidemic and Pandemic Coronavirus or Covid-19

Policy to combat

Update July 2021

Statement of Intent

Lexden lodge Kindergarten intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

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, NDNA and Early Years Foundation Stage (EYFS) guidance where appropriate.

Aim of Policy

This Policy defines and assists the operating arrangements in place within the nursery that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

Method

As Early Years providers we ensure 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 where possible physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms.

It gives guidance on protective measures put in place for children, parents and staff where 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 are:

- 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)
- Upholding of isolation and exclusion

Focus/ Areas of Consideration / Recommendations

Children

Attendance

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list, supplied in your information, on minimum periods of exclusion from the nursery. This includes the signs and symptoms of Covid-19.
- If a temperature is present in children brought to nursery, they will be returned to parents; temperatures occurring during the day will require a child to be taken home. Nursery will not medicate a child during this period, with Calpol or Nurofen to reduce temperatures. However where it is agreed with a parent that a child will be collected within one hour, a child may be given Calpol at the setting to start to help with the reduction of symptoms, but this does not mean children will then be allowed to stay beyond the hour, afterwards.
- Children can have a test and if negative can return to the setting as soon as the results are available. If a positive test is confirmed this will be reported to HSE, children who are part of a family who are contacted by the government tracking scheme will be expected to comply with their guidance.

- As per the guidance from DofE July 2021 ***If anyone in the setting develops any symptoms of COVID 19, however mild, they should be sent home.***
- Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

Admitting children to the setting

Physical Distancing/grouping

- Wherever possible, and at present as cases rise again, 'bubbles' should not mix during the day. This is to minimise contact with others and mixing of groups. Staff may exercise their own judgement during the day for the high standards of safety for all children.
- Children in small groups should have the same staff team member caring for them wherever possible to limit the amount of people mixing with each other.
- Any room transitions will be based on individual needs based on the child's age/stage of development, and how their key person, and parent, feels they will respond to any further changes.
- We will work together with all schools that children are going to and attempt to do all we can to help transitions. This includes working with parents to try to alleviate any worries and anxieties.
- There will be safe distancing of bed/cots where possible.. Bedding and sheets will be washed daily in line with NHS laundry guidelines

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.
- We will continue to follow our comprehensive safeguarding policy and procedure.

- In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- We will use reasonable endeavours to deliver the learning and development requirements, and ensure we follow the Early Years Foundation Stage.
- As part of our quality practice, we will carry out more frequent cleaning of toys and resources that we feel may be necessary for children's safety.
- We still want to provide children with a wide range of activities and experiences, however some of these may differ to minimise the spread of germs. Some may need to be presented in an individual tray and discarded afterwards, rather than all children accessing them at the same time.
- Handwashing to take place on arrival, before and after eating, after visiting toilet or nappy changing, and outdoor play, as usual.
- The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic and this could result in changes to their behaviour. This will be monitored and the policy will be reviewed in line with this, where required.
- External visits are now allowed.

Toileting

- Children will be supported to manage themselves as much as possible, especially those over 3 years of age.
- Staff should aim to ensure that hand washing facilities are not overwhelmed, causing children to queue for them.
- If an accident occurs in the bathroom, other children must be prevented from using the area until it has been thoroughly cleaned, to prevent any cross contamination.

Children attending who become unwell

- Children with a temperature, continuous cough or any other suspected symptoms of Covid-19 will need to be collected urgently.
- A child awaiting collection will be moved to a room or space where they can be isolated.
- Where staff members have been looking after an unwell child, they should make sure they wear gloves, a mask [with visor if available] and an apron and wash their hands thoroughly once the child has been taken home.
- Children awaiting collection can be given Calpol

Workforce

Attendance

- Staff should only attend if they are symptom free, have completed the required isolation period or achieved a negative test result. Lateral flow tests remain in place twice a week. All staff and their household are eligible for testing if they display symptoms.
- Staff who are positive will report this via the government tracking system.
- Any staff member contacted by this tracking system would be expected to comply with government guidelines.
- As per government guidelines, a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can still continue to attend their childcare setting.

Physical distancing/ grouping /safety

- New staff to be informed of measures in place and sign a disclaimer to state they have read and understood the new policies and procedures.
- Wherever possible staff should remain with their small group, the 'bubble' of children who they are allocated to.
- 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/or visor should also be worn. Face masks/visor will still be required when dropping off and collection of children happens.
- 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 thoroughly wash their hands for at least 20 seconds afterwards.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Social distancing no longer need be maintained during breaks.
- Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open, ensure the safety of the children is maintained.
- Staff to wear fresh, clean clothes for each session.

- We advise staff to travel to work in personal clothing; once at work change into work clothes. Remove their work clothes before they enter their home and take a shower immediately to remove any contamination they may have picked up.
- Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members, where possible, and cleaned regularly.

Training

- 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 is available for staff to have the understanding of how to prevent COVID-19. If staff feel they have inadequate knowledge they should advise the management team.

Parents

Physical distancing

- Only parents (Or other adults when allowed) who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. We aim to minimise the 'pinch points' during the day and limit drop off and pick up to one parent per family.
- Drop off and pick up will be at a designated point to avoid parents entering the building. All parents will be informed of the drop off and pick up routine, as at present. Staff will meet the children in their own designated areas.

When parents are waiting to drop off or collect their child, they should stick to government social distancing policies.

- We will allow some parents to enter for the purpose of a settling in session, where if not doing so would cause a child distress.
- If the child is too distressed perhaps a delayed start to their entry may be preferred.
- We will still encourage virtual show rounds and online video calls prior to children starting. Most of the information will be gathered over the telephone to limit the time spent in the setting.
- Any new families will be asked to sign a health declaration to confirm the child or no one in the family has any symptoms of coronavirus.

- Once children are settled parents will be asked to follow the same drop off/collection procedures as the others.

Communications

- Parents are vital, and we aim to make clear our communications regarding the role they play in our safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should inform nursery of any change to circumstances and if they plan to keep their child away, this helps us to conform to our safeguarding policy.
- We will communicate via telephone, email and tapestry and ask parents to do the same to share information about their child. Staff will maintain safe distancing when sharing information about a child's day. We may contact you via phone or video conferencing to discuss any other matters rather than face-to-face.

Bereavement

We recognise that children and their families may have experienced 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.

When we are notified of any family bereavement we will aim to meet with each family virtually prior to coming back to the setting, to discuss any bereavements that may have happened and work with them to support the child the best we can.

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 the nursery unless essential (e.g. essential building maintenance). Extra paid activities will be cancelled for the foreseeable future.
- Where essential visits are required these should be made outside of the usual operational hours where feasible.
- As far as possible parents and carers should not enter the premises.
- We may have to suspend personal visits or where possible, we will encourage virtual show rounds and online video calls prior to children starting.

Travel

- Outings are no longer suspended.
- All children and staff travelling to England must adhere to travel legislation, details of which are set out in red, amber and green list rules for entering England. Parents and carers should bear in mind the impact on their child's learning and development which may result from any requirement to quarantine or isolate upon return.

Dof E Actions for early years and childcare providers during the COVID 19 pandemic July 21

- Children, parents and staff planning to travel abroad are required to make their country of destination known, so that we may correctly monitor the actions that should be taken on their return, in line with the guidance at the time.

Hygiene and Health & Safety

Hand Washing

- All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
- 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 or dealing with unwell people. These are the guidelines we have always worked with.
- Bodily fluid spills should be cleared following 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. The cleaning of toys should happen daily, as usual, before toys are stored away.
- Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members, where possible, and cleaned regularly.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised Regularly, as normal.
- A deep clean may be needed after a child has become ill in the area they were waiting.
- **COSHH assessment:** We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.

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, lid and foot pedal.
- Items used to clean bodily fluids must be double bagged and disposed of in a bin with a bag, lid and foot pedal.

Laundry

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
- Items such as towels, flannels and bedding must not be shared by children, as per our current operating procedures.

Risk assessment

- The setting and all activities are assessed before going ahead to address any 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 learning experiences involving materials which are not easily washable such as malleable materials (dough, clay) and those involving the sharing of food and utensils.
- Cut down on the available resources out in the rooms.
- Having regard to anything which cannot be easily wiped down or washed at the end of the day.
- Play food, play cutlery and crockery etc. should be removed or anything else which may be 'mouthed' by many children.

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, meal times, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor [if available], disposable gloves and apron which should be disposed of following government guidelines.
- Face masks/visor will still be required when dropping off and collection of children happens.

Resources

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Anything that is brought in from home should remain in the child's bag on their peg.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

Supplies Procurement & monitoring

- The nursery should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- We recognise we will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other nursery washing.

Responding to a suspected case

- 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.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-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 staff member responsible for the child during this time should ideally be the staff member from their 'bubble'. PPE should be worn by staff caring for the child while they await collection.
- The area should be thoroughly cleaned, immediately.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and they should continue to wear their PPE. This should then be disposed of according to current government guidelines.

- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, 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 informing management immediately of the results.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

What happens if there is a confirmed case of COVID-19 in a setting –

When an individual develops COVID-19 symptoms or has a positive test Staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into the setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your setting develops symptoms of COVID-19, however mild, you should send them home and they should follow public health advice.

[From Dof E July 2021 Actions for early years and childcare providers during the COVID19 pandemic]

Confirmatory PCR tests

Staff and children with a positive rapid lateral flow test result should self-isolate in line with the guidance for households with possible coronavirus infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual doesn't have COVID-19 symptoms.

Testing remains important in reducing the risk of transmission of infection within settings. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

[From Dof E July 2021 Actions for early years and childcare providers during the COVID19 pandemic]

Admitting children back to the setting –

In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending the setting, we can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice.

[From Dof E July 2021 Actions for early years and childcare providers during the COVID19 pandemic]

Critical incident

- The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.
- In addition, it will continue to follow all government guidelines regarding Covid -19 and keep staff and parents up to date with any changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again.

Other information can be found using the link below:

www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Monitoring of this policy

This policy will be reviewed by the setting manager/director, new government legislation and policies will be incorporated appropriately as and when required or informed.

This policy was adopted at a meeting of and signed on behalf of LEXDEN LODGE KINDERGARTEN

Date	July 2021
Name of signatory	Angela McQuitty
Signature	-----
Role of signatory	Manager