



Covid-19: Safe Operating Procedures

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Introduction

Here, at Edenfield Nursery we believe It is vital that everyone complies with the latest Government guidance on Coronavirus for the safety and wellbeing of all.

We have developed these Safe Operating Procedures based on the guidance from **The Department of Education and the National Institute for Health Protection**, specifically for Early Years. It is key that we adapt our everyday practices to ensure we continue to offer the staff and children a safe and secure environment. Good hygiene and social distancing are still the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert by informing us at the earliest possible time and to immediately self-isolate for the safety of everyone.

Evidence shows that Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant.

Passionate leadership is at the heart of reopening our nursery and we will do everything we can to be honest and open when communicating with you. Naturally there will be a lot of anxieties and we acknowledge that it is reasonable to feel worried as COVID-19 and the lockdown has had an impact on everyone.

Each individual involved in the day to day running of the nursery will receive appropriate instruction and training on how to operate under the updated terms of these Safe Operating Procedures.

We aim to work in a positive partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The main principles of these procedures are:

- Any child, staff member, parent or visitor with coronavirus symptoms must not attend nursery and must isolate at home
- Increased cleaning processes are in place, throughout and at the end of each day, this includes toys and equipment both indoors and outdoors after each session
- Children and team members will be social distancing as much as possible
- Children will stay each day in their assigned classrooms (toddler room and pre-school room as two separate bubbles) This includes staff members
- These bubbles will be in place both inside and outside
- Arrival and departure will be staggered and children will be dropped off at separate entrances, where this is possible.
- Parents will not come on site or visit the nursery rooms unless this is explicitly arranged with the Nursery Manager e.g. in the event of a child being distressed, in this case we

request the parent/guardian must wear a mask and sanitize their hands before entering the nursery.

- The process for settling in sessions will be managed away from the other children

Attendance

Children and members of staff are welcome to attend nursery but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell. There is some suggestion that a rash or sickness and diarrhea can also be a symptom.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others. Children will not be accepted to nursery if they have been given Calpol or any other medication that can mask fever symptoms, at parents' discretion, after 4am on their day of attendance.

If anyone is experiencing any symptoms they must not return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending nursery.

It is preferable that your child only attends one setting to avoid mixing with different groups of children. Please speak with the Nursery Manager if this is going to be a problem or to make them aware that this is the case.

2.1 Drop off and collection of children

We request that only one parent/guardian carries out drop off and collection of their child. Parents are asked to drop off and collect their children at designated entrances and must refrain from entering the nursery. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of at least two metres apart.

Parents will be allocated a time for arrival and drop off to ease traffic flow in the car park or unnecessary waiting outside. Please approach the nursery slowly when driving as there will be parents and children waiting to enter. If you can walk to nursery, please do so.

Children will be assigned to key workers based on the room they are in and a member who will be responsible for collecting and delivering that child back to the parents. We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting.

2.2 Temperature and symptom monitoring

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough.

2.3 Travel to nursery

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

2.4 Travel outside of local area

If you travel internationally or to an area of the UK under local COVID restrictions, then you must be tested and have a negative result before returning to nursery. This is to ensure every possible protection factor is in place for the staff and the children in our care. While we understand the practicality of this may seem difficult for some, we will continue to put the safety of everyone first and this is a precautionary measure that we have chosen to have in place. The only exception to this is if you have already quarantined for 14 days after your arrival back into the UK.

Implementing social distancing

It is very challenging to avoid a level of physical interaction with young children and it is vital for us to have their wellbeing at the core of everything we do. If a child is in need of a hug, then it would not be fair to deny them this. To help with social distancing the children will be grouped in small groups (a bubble) with a key worker to ensure that an adult is always available. Social distancing will also apply to coat pegs, seating arrangements and sleeping.

3.1 Playrooms and groups

We aim to keep children in their groups which will be identified by their usual room name such as preschool room and toddler room. Play times outside will be separate for each room and equipment will be cleaned in between, this includes each room having their own sand and water tables. We would only merge groups if there was no other choice.

The key workers will organise designated areas, indoors and outdoors, for the children in their groups. Children will have access to the full range of activities that are considered safe at this time.

3.2 Snack times

- Children will eat in their designated rooms.
- The key workers will serve the children.
- No food will be eaten out of shared platters or containers.
- The children will need to bring in their own, named, drinking bottle and take it home each day to be washed.

- Drinks will be offered at 30-minute intervals instead of cups being at the children's level to avoid accidental sharing of cups.

3.3 Employees

All of our employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with clear emphasis on good hygiene practices and maintaining social distancing.

3.4 Fire drills and lockdown practice

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

Welfare

We can sympathise that this is a very unusual and worrying time for us all. It is crucial that during this focus on the heightened awareness of safe operating procedures, we must not forget that care and consideration must be taken of the need to ensure that everyone within the nursery community feels safe and secure at all times. We will try our best to create a normal and happy nursery environment for all and hope that you will support us and cooperate with us during this time.

We will concentrate on building secure attachments and we will continue observing assessing the children, as well as regularly updating you on Class Dojo. We will not be able to carry out lengthy handovers due to social distancing also we want our team to spend time with the children learning, playing and building their relationships.

Please remember we would always speak with you immediately if we had any concerns and likewise If your child is expressing any concerns or worries, it is important that you inform the key person/Nursery Manager.

Visitors

5.1 Settling in sessions/transitions

Parents may only enter the nursery for the purpose of settling-in sessions and if not doing so would cause your child distress. Our Nursery Manager will give further guidance on the day. It is important that social distancing continues to be maintained. We hope you can understand that parents will not be able to spend time in the children's rooms in order to minimise any risk of infection. We will try our upmost to organise groups of children who are due to transition are able to transition together, again our Nursery manager will be able to assist you with this.

5.2 Visitors

Visitors to the nursery will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via video calls. There will be no parents' days for the time being, nor any other mass events such as international days or festive celebrations.

5.3 Nursery show-rounds

Prospective parents should make use of the nursery website and social media sites for information relating to the ethos and organisation of the nursery. There are videos showing the nursery and also the activities that take place. The Nursery Manager will be able to give you all the information you require.

5.4 Contractors

Any contractors to the nursery will be reminded of National Institute for Health Protection guidance prior to entering the building.

Health, Hygiene and Safety

6.1 Reducing the spread of the virus

It is clear that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

6.2 Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, toilets, door handles and shared facilities e.g. iPads, must be regularly cleaned. The Nursery Manager will be responsible for recording these cleaning schedules.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands upon arrival at nursery. If no wash basins are available, sanitiser will be available. There will be regular opportunities for hand washing throughout the day.

6.3 Use of Tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

6.4 Toileting

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

6.5 Clothing

All employees and children should wear clean clothing every day. If you have travelled on public transport, it is advised that you change your clothing on arrival at nursery. Children should bring one bag with changes of clothing to last their weekly booking pattern and take it home with them at the end of the week.

6.6 Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips using coaches.

6.7 Items from home

If your child requires a comforter e.g. soft toy or blanket, please bring it in a bag and then take home at the end of the day and wash it. We would prefer no toys or comforters to be brought into nursery but do understand that this could cause distress.

6.8 Resources at Nursery

Toys and resources that are difficult to clean will be removed, including cushions and soft toys. The children will only share toys and activities within their groups. We will aim to sanitise items in between sessions as well as at the end of the day. Each class will have access to their own sand and water table and will not be sharing.

Responding to a person displaying symptoms of COVID-19

7.1 A child

If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, they must be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested before they return.

Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

7.2 An employee who displays symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a test before they return.

7.3 PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid. Aprons will be worn at mealtimes

7.4 Reporting, testing and tracing

Everyone is now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the Nursery Manager as soon as possible. If a positive result is confirmed, the key workers and children associated with that group/bubble must self-isolate for 14 days before returning to nursery. Positive tests will be reported to the National Institute for Health Protection and Ofsted by the Nursery Manager.

The Nursery Manager is responsible for contacting the National Institute for Health Protection if a case is confirmed or if a symptomatic person is admitted to hospital, a possible case refuses testing, there are a cluster of possible cases/unexpected increase in absenteeism or a suspected case has a definite link to a confirmed case.

If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDDOR.

If someone in your household, or someone you have close contact with, is contacted by track and trace and told they have been in contact with someone who has tested positive, you need to be tested. If they test positive, then you will also need to self-isolate for 14 days even if you do not test positive yourself.

We understand that the government's tracing app is a way of helping to protect everyone and we also realise procedures are continuously being updated, we will therefore keep you informed as and when this takes place.

Further guidance

www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms

www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms

www.gov.uk/apply-coronavirus-test