



Guidance for Ide Hill Pre-school – COVID19 Operating Procedures - Reviewed – January 2021

<b>Coronavirus (COVID-19) Risk assessment</b> The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices for staff/parents and children.		
<b>Establishment:</b> Ide Hill Pre-school	<b>Assessment by:</b> Liz Money	<b>Date:</b> January 2021
<b>Review Date:</b> January 2021	<b>Red</b> – high risk <b>Yellow</b> – medium risk <b>Green</b> - little or no risk	6/1/21

Focus	Area of Consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>- Only children who are symptom free or have completed the required self-isolation period should attend pre-school.</li> <li>- <b>* As of 14.12.2020 the isolation period required after coming into contact with a positive case of coronavirus is now 10 days (not the previously required 14 days.)</b></li> <li>- Should a child be displaying any signs of being unwell or have a temperature we will not allow them into pre-school.</li> <li>- <b>* Any Child or family member who experiences symptoms of the coronavirus while away from the setting should be tested (includes children under the age of five) / families will need to be prepared to give contact details for anyone they have been in closed contact with, if the result of the test is positive or if asked by the NHS Test and Trace/NHS App.</b></li> </ul>

- Families will not stick to staggered times or use good time management
- Families will not stick to social distancing
- Hands will not be washed thoroughly
- Children will touch face, hands, mouth
- Families not telling pre-school children have had medication
- Enough staff in to ensure children can adapt easier to routine change

- No admittance of any child if paracetamol have been given in previous 3 hours.

**CONTINGENCY FRAMEWORK (published/ updated 1.1.2021 – Education & Childcare settings (excluding universities)**

**APPLICATION OF THE CONTINGENCY FRAMEWORK – JANUARY 2021**

The government have made it a national priority that education & childcare settings should continue to operate as normal as Possible during the coronavirus (COVID-19).

Any restrictions on education would only be a last resort following a ministerial decision.

In the very unlikely event that evidence Supports limiting attendance in early years settings; the DfE may advise that only vulnerable children and children of critical workers should be allowed to attend.

- The frame work is not directly linked to policy on local restrictions tiers. Unless advised otherwise, the setting would continue to operate as normal irrespective of local restriction tier & all children should continue to attend unless required to self-isolate
- The contingency framework is designed as a means of reducing transmission within settings and the wider community, (it will not be used to address operational challenges.)

Safeguarding	Safeguarding/Designated Safeguarding Leads	<ul style="list-style-type: none"> <li>- <b><u>CONTINGENCY FRAMEWORK: EDUCATION &amp; CHILDCARE SETTINGS 1.1.2021</u></b></li> <li>- <b>There will be no change to multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners (local authorities, clinical commissioning groups &amp; chief officers of police)</b></li> <li>- <b>The setting will have a trained DSL (or deputy) on site.</b></li> <li>- <b>When operational challenges occur a trained DSL or (or deputy) from the setting will be available to be contacted via phone or video line.</b> <ul style="list-style-type: none"> <li>• When a trained DSL (or deputy) is not on site a senior leader should take responsibility for co-ordinating safeguarding on site (KF)</li> <li>• The setting continues to follow the safeguarding requirements in section three of the Early Years Foundation Stage framework.</li> <li>• The setting continually reflects, reviews both their current Child Protection and Safeguarding Policy and Statement – through an additional addendum to the policy.</li> </ul> </li> </ul>	
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	<p>Parents</p>	<ul style="list-style-type: none"> <li>- Only parents who are symptom free or who have completed the required isolation period <b>(of 10 days)</b> will be able to drop off/collect their child. <b>These are essential actions to reduce the risk in settings and to reduce the transmission of coronavirus.</b></li> <li>- <b>All staff are aware and will follow this process.</b></li> <li>- Only 1 parent/grandparent/carer per family to collect/drop off.</li> <li>- <b>There will be 2 pick-up/collection points –</b></li> <li>- <b><u>BUBBLE 1</u></b> 1. Side Door (by shop)</li> <li>- <b><u>BUBBLE 2</u></b> 2. Main Door (Village Hall) Entrance</li> <li>- <b>Please DO NOT BE LATE FOR YOUR DROP OFF/COLLECTION TIME</b></li> <li>- <b>A list of children’s names emailed out prior to parents in advance for new admittances/starter for January 2021 detailing the collection/drop off point parents will need to wait by.</b></li> <li>- When parents are waiting to drop off/collect their child, physical distancing should be maintained.</li> <li>- Taped/Wooden blocks will be placed in the carpark and in front of the main door 2m apart to maintain social distancing.</li> <li>- No cash payments – all fees to be paid online.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Families will not be truthful about household health</b></li> <li>- <b>Non-essential travel and social interaction guidelines not followed by staff and families</b></li> <li>- <b>Staff will not challenge families re: health</b> <b>Staff will not challenge families about health.</b></li> </ul>
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Food/Drinks	Snack/Lunches/Water bottles	<ul style="list-style-type: none"> <li>- Water bottles please place in the relevant bubble entrance box.</li> <li>- Snack – if you are bringing in a snack for the children please only bring in fruit as this is easier to wash.</li> <li>- Parents to spray lunch boxes with anti-bacterial spray each evening.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents may not spray their children’s lunch boxes each evening.</li> <li>Supervised water breaks for all</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>- Children are organised into x 2 small groups (bubbles) within pre-school, with;</li> <li>- x 3 teachers in Bubble 1</li> <li>- x 3 teachers in Bubble 2</li> <li>- The size of each bubble is determined by the number of children currently returning/attending education at pre-school.</li> <li>- <b>Sensitive grouping is applied throughout the setting, any risks identified and then acted upon, if a child is attending another setting/or attending a child-minding setting. Parents and Carers are encouraged to limit the number of settings the child attends, ensuring the child only attends the same settings consistently.</b></li> <li>- Children to stay in the same group with the same teachers.</li> <li>- Two bubbles are organised as below:-             <ol style="list-style-type: none"> <li>1. First bubble – in the main hall, plus using the garden at the back of the pre-school.</li> <li>Disabled Toilet/Main Toilet 1</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>- Parents need for childcare, to be able to return to work, will need to be juggled against ratios and “bubbles”.</li> <li>- Staff mixing with different “bubbles” and cross contamination.</li> <li>- Lack of space to have multiple bubbles</li> <li>- Social distancing is virtually impossible with early years children.</li> <li>- Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the committee will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them</li> <li>- Further breaches may result in loss of child’s place at preschool</li> </ul>

		<p>2. Second bubble – in the wheatseaf room, using the outdoor shelter/garden for their area. Main Toilet 2 (Staff to use Men’s Toilets)</p> <ul style="list-style-type: none"> <li>- Care routines including snack/lunch/nappy changing/toileting will be within the space allocated to each “bubble” wherever possible.</li> <li>- The use of the communal internal spaces will be restricted as much as possible.</li> </ul>	
	Wellbeing and Education	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>- Children will continue to be supported through the EYFS curriculum and all updates/observations will be on Tapestry.</li> <li>- <b>The introduction of ITMP/Oct ’20 within the setting (In the Moment style of planning/learning) is ensuring each child receives individual focus attention/emotional support through the term; enabling their learning to progress and develop at their own pace.</b></li> <li>- <b>Wellbeing / Family Support</b></li> <li>- <b>Close attention/ priority has been given to new families joining the setting or</b></li> <li>- <b>Existing families re-joining the setting after a period time; helping them to adapt to their new routines and re-settle; especially where there have been staffing or significant changes impacted by the second/subsequent waves of the pandemic.</b></li> </ul>	<p>Follow updated/current guidance on changes to EYFS</p> <ul style="list-style-type: none"> <li>- Continue germ superheroes theme</li> <li>- Staff awareness of children’s needs</li> <li>- Staff awareness of children needing more reassurance</li> </ul>

		<ul style="list-style-type: none"><li>- <b>Strong Parent Partnership - information updates are in place; with virtual links to our local children centres; relating to wellbeing activities/mental health support available for both for parents and children</b></li><li>- <b>Virtual courses are being offered to parents/carers in need of advice/support for children with S.E.N./behavioural issues/welfare issues.</b></li></ul> <p><b>Children Centre Partnership MS Team/meetings attended by Inclusion Co-ordinator; encompasses regularly information on parent/setting with support/safeguarding advice available.</b></p> <p><b>Staff training has taken place in November '20 through the Early Years Alliance on Domestic Abuse &amp; Violence awareness with increasing levels taking place during the pandemic.</b></p> <ul style="list-style-type: none"><li>- <b>Utilisation of the outdoor space continues to be maximised as much as weather permits through the autumn/winter months with outdoor activities planned throughout the duration of the day.</b></li><li>- <b>The setting can continue to take children on Forest School trips; the setting fully assesses the risk and has completed the assessment prior to the trip.</b></li></ul>	
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<b>Workforce</b>	Attendance	<ul style="list-style-type: none"> <li>- Staff should only attend the pre-school if they are symptom free.</li> <li>- Consideration will continue to be given to limiting the number of staff at pre-school at any one time to only those required to care for the expected occupancy levels on a given day.</li> <li>- <b>Staff needing to self-isolate after returning from abroad– Government has set a requirement of self-isolation period of 10 days.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be vigilant on health and stay away if unwell.</li> <li>- Testing is available to all key workers and their households, if they suspect they have COVID symptoms.</li> <li>- Current government guidance to be followed.</li> </ul>



		<ul style="list-style-type: none"> <li>- <b>* Tier 4 statutory Government requirement as dated 19.12.2020 now states only travel when you are legally permitted.</b></li> </ul>	
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>- Where ever possible staff will remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.</li> <li>- Social distancing will be maintained during lunch time.</li> <li>- Staff will avoid physical contact with each other including hugs etc</li> </ul>	<ul style="list-style-type: none"> <li>- Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>- Parents will receive clear communications regarding their role in the safe operating procedure/'systems of controls' in place and updated with all measures being taken to ensure the safety of their children and themselves.</li> <li>- All efforts are considered and in place to ensure all communications are accessible to specific groups of parents/including those with EAL (English as an additional language)</li> </ul>	
Visitors	Visits	<ul style="list-style-type: none"> <li>- Updated Ide Hill pre-school 'Visitors Policy' – March 2020 (via Zoom) implemented for opening 1/6/2020 In line with information published by Public Health England – our visitors policy is regularly monitored and updated and can be accessed/downloaded via pre-school website.</li> </ul>	<ul style="list-style-type: none"> <li>- Unannounced visitors not to be admitted</li> <li>- Visitors by appointment only</li> </ul>

		<ul style="list-style-type: none"> <li>- Attendance to the pre-school will be restricted to children and staff as far as practically possible and visitors will not be permitted to pre-school unless essential e.g. building maintenance. When essential visits are required these will be made outside of the usual pre-school hours where possible. Visitor policy updated - October 2020</li> <li>- <b>A virtual tour video of the setting has now been added to the pre-school website, both enhancing interest and sustainability for admittance to the pre-school in the future/also reducing additional foot fall/risk of transmission into the setting.</b></li> <li>- Details of Procedures on Arrival for example – PPE requirements/distancing/wearing of face mask/gloves to enter the building are all documented clearly within the current visitor’s policy; accessible on the pre-school website.</li> </ul>	
	Travel	<ul style="list-style-type: none"> <li>- Wherever possible staff and parents should travel to the pre-school using their own transport.</li> <li>- Parents will be encouraged to ensure they do not leave travel accessories including trolleys, car seats, in the lobby.</li> </ul>	- Guidance not followed
<b>Hygiene and Health and Safety</b>	Hand washing	<ul style="list-style-type: none"> <li>- All children and staff must hand sanitise their hands upon arrival at pre-school and before and after lunch.</li> </ul>	- Follow current government guidelines.

		<ul style="list-style-type: none"> <li>- Children and staff members will be encouraged to promote regular handwashing for 20 seconds with running water and soap. Ensuring good respiratory hygiene by promoting the <b>CATCH IT, BIN IT, KILL IT APPROACH.</b></li> <li>- Staff to have hand sanitizer on them at all times and use periodically during the day.</li> <li>- Gloves to be used when cleaning and also whilst changing nappies and disposed of in the respective bins.</li> </ul>	
	<p>Cleaning</p>	<ul style="list-style-type: none"> <li>- A through deep clean was organised by the Village Hall Committee and took place prior to the return to preschool on 1 June 2020 and before returning to pre-school for the commencement of the autumn term in September 2020.</li> <li>- <b>Deep Cleans continued to be carried outside of term – (Deep Clean over Christmas Break 2020/2021)</b></li> <li>- An enhanced cleaning schedule is implemented that includes furniture, surfaces, and children’s toys/equipment each morning before pre-school begins.</li> <li>- Plastic toys will be placed in “Milton” at the end of each day and rinsed/dried thoroughly in the morning before pre-school.</li> </ul>	<ul style="list-style-type: none"> <li>- Cleaning not completed thoroughly</li> <li>- Cleaning supplies not available</li> <li>- Cleaning implemented before closure to be continued.</li> <li>- Soft toys and furnishings to be removed from setting, where possible.</li> <li>- Thorough clean at the end of every day.</li> <li>- If there is a positive test result, then current guidance must be followed for cleaning of the setting.</li> <li>- Cleaning - The virus lives for about 6 hours on paper and clothing and up to 6 days on hard, flat surfaces. All surfaces will be cleaned regularly with soapy water/anti bac spray</li> </ul>

		<ul style="list-style-type: none"> <li>- Communal areas/touch points and hand washing facilities will be cleaned/sanitised regularly.</li> </ul>	
	Waste disposal	<ul style="list-style-type: none"> <li>- All waste will be disposed of in a hygienic and safe manner.</li> <li>- Tissues will be immediately disposed of.</li> <li>- Nappies will be placed in the nappy bin provided and emptied each day.</li> <li>- Disposable gloves will be disposed of in a hygienic and safe manner throughout the day.</li> <li>-</li> </ul>	
	Laundry/sanitising equipment	<ul style="list-style-type: none"> <li>- Items such as uniform will be washed in 60c every day.</li> <li>- Face masks will be washed in 60c every day.</li> <li>- Children's clothes to be washed on a hot cycle.</li> <li>- Each week parents to place empty lunch boxes in washing machine.</li> <li>- Parents to spray lunch boxes with anti-bacterial spray each evening.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents not adhering to requests to wash lunch boxes</li> </ul>
	Risk Assessments	<ul style="list-style-type: none"> <li>- All staff members have received appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</li> <li>- A through risk assessments will be carried out before opening each day. Detailed risk available.</li> </ul>	<ul style="list-style-type: none"> <li>- Training has taken place via on line training for infection control and cover. Certificates to be kept on staff records.</li> </ul>

		<ul style="list-style-type: none"> <li>- All activities will be risk assessed and due consideration to any adaptations to usual practice.</li> <li>- Suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of food and utensils will be adhered to.</li> </ul>	
	PPE	<ul style="list-style-type: none"> <li>- Government guidance is that PPE is not required for general use in pre-schools to protect against COVID 19 transmission.</li> <li>- PPE should continue to be worn as normal for nappy changing and the administration of first aid.</li> <li>- Staff should ensure that they have their own PPE available/to hand when deemed necessary at all times (contained in bag provided bag for hygiene purposes.</li> <li>- <b>Following government announcement 5/1/2021/National Lockdown enforced from 6/1/2021 (closure of primary/secondary schools (excluding critical/key workers children) relating to new variant of the Covid-19 virus;</b></li> <li>- <b><u>Statutory requirement by Pre-School</u></b> <ul style="list-style-type: none"> <li>• All parents/carers required to wear face mask at both drop off/pick up. (Staff also required to do so during drop off/pick up times to reduce further transmission within the setting)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>- Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately.</li> <li>- Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time.</li> <li>- Parents/Carers failure to adhere to the wearing of masks.</li> </ul>

	Building	<ul style="list-style-type: none"> <li>- The village hall was temporarily closed during the spring/early summer lockdown – a deep clean took place both before opening on 1 June and prior to 3 September 2020 autumn term return, after summer break. Water supplies were monitored and checked in addition.</li> <li>- As per Government advice we will ensure that the hall is well ventilated during the day as this will help minimise the spread of germs.</li> <li>- We will ensure both the garden doors in the main hall and the Wheatsheaf room will be opened as will all windows – weather permitting during autumn/winter months.</li> <li>- Outdoor activities will be planned as much as possible.</li> </ul>	
	Resources	<ul style="list-style-type: none"> <li>- Children will not be permitted to bring items from home into the pre-school unless <b>absolutely essential</b> for their wellbeing. Where this is the case items should be appropriately cleaned/washed on high temperature before arrival by parents i.e. blankets/soft toys.</li> <li>- The exchange of learning resources; story bags, reading books, cooking basket will not currently take place.</li> <li>- All resources required for play/learning experiences will be regularly washed/sterilised in Milton.</li> </ul>	<ul style="list-style-type: none"> <li>- Children will want toys/teddies/blankets from home, raising risk of contamination</li> </ul>

		<ul style="list-style-type: none"> <li>- Equipment used by staff such as stationary, IPADS, Phone will be cleaned thoroughly/regularly.</li> </ul>	
<b>Supplies</b>	Procurement and Monitoring	<ul style="list-style-type: none"> <li>- A monitoring system for the use of PPE is essential i.e. disposable gloves/aprons – 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 pre-school.</li> <li>- The pre-school will ensure that an adequate supply of essential supplies is in place to minimise the impact of any shortages i.e. hand sanitiser, anti-bacterial spray, soap etc</li> </ul>	<ul style="list-style-type: none"> <li>- PPE may not be available to purchase Parents must agree to prompt collection within the new contract, before child starts back a preschool.</li> <li>- If a parent cannot agree to prompt pick up then the child cannot return to preschool</li> <li>- Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>
<b>Responding to a suspected Covid-19 case</b>		<ul style="list-style-type: none"> <li>- In the event of a child developing suspected coronavirus symptoms such as a temperature or cough whilst attending the pre-school, parents will be phoned immediately to arrange collection and isolate at home in line with the NHS guidelines.</li> <li>- The child will be immediately isolated from the other children (outside in the garden if weather permits), a staff member will remain with the child and will wear suitable PPE to ensure their safety is maintained/PPE will be kept and readily available in COVID-19 infection indoor holding area (small kitchen).</li> <li>- The areas will be thoroughly cleaned – the person responsible for cleaning the area will wear PPE.</li> <li>- In the event of a staff member developing suspected coronavirus symptoms whilst working at pre-school, they should return home immediately and isolate at home in line with NHS guidance.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents must agree to prompt collection within the new contract, before child starts back a preschool.</li> <li>- If a parent cannot agree to prompt pick up then the child cannot return to preschool</li> <li>- Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> </ul>

	<p><b>Action Card NHS Test &amp; Trace/ NHS App</b></p>	<ul style="list-style-type: none"> <li>- The setting is in possession of the printable format-early year’s action card.</li> <li>- Record keeping – PHE protection team will provide us with definitive advice on who we should send home. The government recommend we keep a record of children and staff in specific rooms/close contact that takes place between children and staff in different rooms.</li> <li>- Engaging with NHS Test and Trace Process; the setting understands the NHS Test and Trace process and ensures that staff members, parents and carers (children) will be ready and willing to engage in the process.</li> <li>- NHS – 19 APP – The NHS COVID-19 App is a key part of the country’s ongoing coronavirus response, aiming to extend and speed, precision of NHS Test and Trace parents/carers are encouraged to download app.</li> </ul>	
<p><b>TIER 4</b></p>	<p><b>Early Years/Childcare</b></p>	<ul style="list-style-type: none"> <li>- The setting has now been placed in a higher ‘Tier 4’ (KENT) alert level by the Government announcement 19/12/2020 as documented by government legislation ‘Tier 4/Stay at Home’ published 19/12/2020;</li> <li>- Early years settings and childminders can remain open and continue as normal.</li> </ul>	



		<ul style="list-style-type: none"> <li>- Parents are able to form a childcare bubble with another household for informal childcare (when child is under 13 years of age.)</li> <li>- Some households will also benefit from being in a support bubble.</li> </ul>	
National Lockdown '3'/New variant	Early Years Sector	<ul style="list-style-type: none"> <li>- DFE Update on Rationale to keep early years sector open factors:-</li> <li>- Early Years settings remain low risk for children and staff.</li> <li>- No evidence new variant of coronavirus has disproportionately affected younger children.</li> <li>- No evidence that the new strain of the virus causes more serious illness in adults/children.</li> <li>- Since re-opening on the 1<sup>st</sup> June '2020 no evidence that early years sector has contributed to a rise in transmission rates in the community.</li> </ul>	<p style="background-color: #00FF00; padding: 2px;">- With effective 'SYSTEMS OF CONTROLS' in place within the setting – Risk reduced significantly /safer environment.</p>
	Ofsted	<ul style="list-style-type: none"> <li>- Requirements – Notifications for settings requirement.</li> <li>- If our operating circumstances change – (open/closed), we will send notification via email to inform them of details of the change. Confirming the unique reference number of the setting.</li> <li>- Any confirmed cases of coronavirus in the setting either staff member or child will be swiftly reported to Ofsted.</li> </ul>	
Reviewed by Liz Money - Manager		Ongoing 2021	