



Guidance for Ide Hill Pre-school – COVID19 Operating Procedures - Reviewed 6 September 2021

Coronavirus (COVID-19) Risk assessment 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.		
Establishment: Ide Hill Pre-school	Assessment by: Liz Money	Date: Updated 6 September 21
Review Date: January 2022 (or before if necessary)	Red – high risk Yellow – medium risk Green - little or no risk	6/1/22

Focus	Area of Consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> - Only children who are symptom free or have completed the required self-isolation period should attend pre-school. - * <u>As of 16.8.2021</u> the isolation period required after coming into contact for those with a positive case of coronavirus is now 10 days (not the previously required 14 days.) - Individuals under 18 yrs. 6 months & those double vaccinated are no longer required to self-isolate until they display symptoms. - Should a child be displaying any signs of being unwell or have a temperature we will not allow them into pre-school.

- 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

		<p>* 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.</p> <ul style="list-style-type: none"> - Children should not attend the setting while awaiting the results, even if their condition improves. <p>No admittance of any child if paracetamol have been given in previous 3 hours.</p> <p><u>CONTINGENCY FRAMEWORK (published/ updated 17.8.2021 – Education & Childcare settings)</u></p> <ul style="list-style-type: none"> - The Government has made it a national priority that education & childcare settings should continue to operate as normally as possible during COVID-19 pandemic:- - (The setting continues to update/ review its own robust ‘Contingency/Outbreak Plan’ in place.) - <u>Measures affecting education & childcare may be necessary in some circumstances;</u> for example: - To help manage a COVID-19 outbreak within a setting. 	
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		<ul style="list-style-type: none"> - As part of measure responding to a 'Variant of Concern (VoC) or - To prevent unsustainable pressure on the NHS. 	
Safeguarding	Safeguarding/Designated Safeguarding Leads	<p><u>CONTINGENCY FRAMEWORK: EDUCATION & CHILDCARE SETTINGS 16.8.2021</u></p> <p>There will be no change to multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners (local authorities, clinical commissioning groups & chief officers of police)</p> <p>The setting will have a trained DSL (or deputy) on site.</p> <p>When operational challenges occur a trained DSL or (or deputy) from the setting will be available to be contacted via phone or video line.</p> <ul style="list-style-type: none"> • When a trained DSL (or deputy) is not on site a senior leader should take responsibility for co-ordinating safeguarding on site (KF) • The setting continues to follow the safeguarding requirements in section three of the Early Years Foundation Stage framework. <ul style="list-style-type: none"> - The setting continually reflects, reviews both their current Child Protection and Safeguarding Policy and Statement – through an additional addendum to the policy. 	

	Parents	<ul style="list-style-type: none"> - Only parents who are symptom free or who have completed the required isolation period (of 10 days) will be able to drop off/collect their child. These are essential actions to reduce the risk in settings and to reduce the transmission of coronavirus. - All staff are aware and will follow this process. - Only 1 parent/grandparent/carer per family to collect/drop off. - When parents are waiting to drop off/collect their child, physical distancing should be maintained. - No cash payments – all fees to be paid online. 	<ul style="list-style-type: none"> - Families will not be truthful about household health - Non-essential travel and social interaction guidelines not followed by staff and families - Staff will not challenge families re: health Staff will not challenge families about health.
Food/Drinks	Snack/Lunches/Water bottles	<ul style="list-style-type: none"> - Snack – if you are bringing in a snack for the children please only bring in fruit as this is easier to wash. - Parents to spray lunch boxes with anti-bacterial spray each evening. 	<ul style="list-style-type: none"> - Parents may not spray their children’s lunch boxes each evening. Supervised water breaks for all
	Physical distancing/grouping	<ul style="list-style-type: none"> - The disbandment of ‘bubbles’ as per government guidelines published in July 2020. 	<ul style="list-style-type: none"> - 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 - Further breaches may result in loss of child’s place at preschool

	<p>Wellbeing and Education</p>	<p>Education</p> <ul style="list-style-type: none"> - Children will continue to be supported through the EYFS curriculum and all updates/observations will be on Tapestry. - 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. - Wellbeing / Family Support - Close attention/ priority has been given to new families joining the setting or - 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 - Virtual courses are being offered to parents/carers in need of advice/support for children with S.E.N./behavioural issues/welfare issues. - Children Centre Partnership MS Team/meetings attended by Inclusion Co-ordinator; encompasses regularly information on parent/setting with support/safeguarding advice available. 	<p>Follow updated/current guidance on changes to EYFS</p> <ul style="list-style-type: none"> - Continue germ superheroes theme - Staff awareness of children's needs - Staff awareness of children needing more reassurance
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	<p>Wellbeing and Education</p>	<ul style="list-style-type: none"> - Staff training has taken place in November '20 through the Early Years Alliance on Domestic Abuse & Violence awareness with increasing levels taking place during the pandemic. - 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. - 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. - Children will continue to be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. - Children will be supported to understand the challenges they may be encountering as a result of COVID 19. - Books have been purchased to alleviate children's worries/anxieties (While we can't Hug/The Colour Monster) PSED - helping to identify emotions in small group discussion. - Staying in touch with parents at home; the setting has re-instated shared resources for those children who might be shielding, continuing to support the learning of those who don't attend maintaining contact with the key person. 	
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		<ul style="list-style-type: none"> - The setting regularly reviews/considers how it can provide a positive learning environment at home. 	
Workforce	Attendance	<ul style="list-style-type: none"> - All members of staff have now been fully vaccinated. - Staff will only attend the pre-school if they are symptom free. - 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. - Staff needing to self-isolate returning from abroad will follow the Government's set requirement of self-isolation period of the country visited. 	<ul style="list-style-type: none"> - Staff to be vigilant on health and stay away if unwell. - Current government guidance to be followed.
	Close Mixing Early Years	<ul style="list-style-type: none"> - Close Identification of groups who have mixed closely in the setting on a given day - Examples; - An external childminder minding children, including their own. - A friendship group who often play together. - Staff & children taking part in the same activity session together. 	<ul style="list-style-type: none"> - Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.
	Communications	<ul style="list-style-type: none"> - Strong messaging about signs & symptoms, isolation advice & testing to support prompt isolation of suspected cases. - 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. 	

		<ul style="list-style-type: none"> - 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) 	
Visitors	Visits	<ul style="list-style-type: none"> - 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. - 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 - As advised by the Contingency framework: education & childcare settings – (Published 17.8.21) – August 2021 – the setting will continue to limit open days, transition or taster days, parental attendance in settings/live performances in the settings. - 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. 	<ul style="list-style-type: none"> - Unannounced visitors not to be admitted - Visitors by appointment only

		<ul style="list-style-type: none"> - 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. 	
	Travel	<ul style="list-style-type: none"> - Wherever possible staff and parents should travel to the pre-school using their own transport. - Parents will be encouraged to ensure they do not leave travel accessories including trolleys, car seats, in the lobby. 	- Guidance not followed
Hygiene and Health and Safety	Hand washing	<ul style="list-style-type: none"> - All children and staff must hand sanitise their hands upon arrival at pre-school and before and after lunch. - 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 CATCH IT, BIN IT, KILL IT APPROACH. - Staff to have hand sanitizer on them at all times and use periodically during the day. - Gloves to be used when cleaning and also whilst changing nappies and disposed of in the respective bins. 	- Follow current government guidelines.
	Cleaning	<ul style="list-style-type: none"> - A through deep clean was organised by the Village Hall Committee before returning to pre-school for the commencement of the autumn term in September 2021. - Deep Cleans continued to be carried outside of term 	<ul style="list-style-type: none"> - Cleaning not completed thoroughly - Cleaning supplies not available - Cleaning implemented before closure to be continued. - Soft toys and furnishings to be removed from setting, where possible. - Thorough clean at the end of every day. - If there is a positive test result, then current guidance must be followed for cleaning of the setting.

		<ul style="list-style-type: none"> - An enhanced cleaning schedule is implemented that includes furniture, surfaces, and children’s toys/equipment each morning before pre-school begins. - Plastic toys will be placed in “Milton” at the end of each day and rinsed/dried thoroughly in the morning before pre-school. - Communal areas/touch points and hand washing facilities will be cleaned/sanitised regularly. 	<ul style="list-style-type: none"> - 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
	Waste disposal	<ul style="list-style-type: none"> - All waste will be disposed of in a hygienic and safe manner. - Tissues will be immediately disposed of. - Nappies will be placed in the nappy bin provided and emptied each day. - Disposable gloves will be disposed of in a hygienic and safe manner throughout the day. - 	
	Laundry/sanitising equipment	<ul style="list-style-type: none"> - Items such as uniform will be washed in 60c every day. - Staff to wear face masks if required – however, face masks will be washed in 60c every day. - Children’s clothes to be washed on a hot cycle. - Each week parents to place empty lunch boxes in washing machine. - Parents to spray lunch boxes with anti-bacterial spray each evening. 	<ul style="list-style-type: none"> - Parents not adhering to requests to wash lunch boxes

	<p>Risk Assessments</p>	<ul style="list-style-type: none"> - 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. - A through risk assessments will be carried out before opening each day. Detailed risk available. - All activities will be risk assessed and due consideration to any adaptations to usual practice. - <u>ACTIONS THE SETTING WILL CONSIDER ONCE A THRESHOLD IS REACHED</u> - At point of reaching a threshold, the setting will review/reinforce the testing, hygiene/ventilation measures that are already in place. For example: - Review of activities which could take place outdoors, including exercise. - Ways to improve ventilation indoors, where there this would not significantly impact thermal comfort. - Re-view one-off enhanced cleaning focussing on touch points & shared equipment. - Seeking Public Health Advice if concerned. 	<ul style="list-style-type: none"> - Training has taken place via on line training for infection control and covid 1 Certificates to be kept on staff records.
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	PPE	<ul style="list-style-type: none"> - Government guidance is that PPE is not required for general use in pre-schools to protect against COVID 19 transmission. - 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). 	<ul style="list-style-type: none"> - 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. - Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately. - Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. - Parents/Carers failure to adhere to the wearing of masks.
	Building	<ul style="list-style-type: none"> - 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. - 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. - Outdoor activities will be planned as much as possible. 	
	Resources	<ul style="list-style-type: none"> - Children will not be permitted to bring items from home into the pre-school unless absolutely essential 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. - The exchange of learning resources; story bags, reading books, cooking basket will not currently take place. 	<ul style="list-style-type: none"> - Children will want toys/teddies/blankets from home, raising risk of contamination

		<ul style="list-style-type: none"> - All resources required for play/learning experiences will be regularly washed/sterilised in Milton. - Equipment used by staff such as stationary, IPADS, Phone will be cleaned thoroughly/regularly. 	
Supplies	Procurement and Monitoring	<ul style="list-style-type: none"> - 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. - 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. 	<ul style="list-style-type: none"> - PPE may not be available to purchase Parents must agree to prompt collection within the new contract, before child starts back a preschool. - If a parent cannot agree to prompt pick up then the child cannot return to preschool - Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.
Responding to a suspected Covid-19 case		<ul style="list-style-type: none"> - 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. - 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). - The areas will be thoroughly cleaned – the person responsible for cleaning the area will wear PPE. 	<ul style="list-style-type: none"> - Parents must agree to prompt collection within the new contract, before child starts back a preschool. - If a parent cannot agree to prompt pick up then the child cannot return to preschool - Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.

	<p>Action Card NHS Test & Trace/ NHS App</p>	<ul style="list-style-type: none"> - 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. - The setting is in possession of the printable format-early year’s action card. - 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. - 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. - 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. 	
<p>TIER 4/2020</p>	<p>Early Years/Childcare</p>	<ul style="list-style-type: none"> - The setting was previously 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; 	

		<ul style="list-style-type: none"> - Early years settings and childminders can remain open and continue as normal. - Parents are able to form a childcare bubble with another household for informal childcare (when child is under 13 years of age.) - Some households will also benefit from being in a support bubble. 	
National Lockdown '3'/New variant	Early Years Sector	<ul style="list-style-type: none"> - DFE Update on Rationale to keep early years sector open factors:- - Early Years settings remain low risk for children and staff. - No evidence new variant of coronavirus has disproportionately affected younger children. - No evidence that the new strain of the virus causes more serious illness in adults/children. - Since re-opening on the 1st June '2020 no evidence that early years sector has contributed to a rise in transmission rates in the community. - 	<ul style="list-style-type: none"> - With effective 'SYSTEMS OF CONTROLS' in place within the setting – Risk reduced significantly /safer environment.
	Ofsted	<ul style="list-style-type: none"> - Requirements – Notifications for settings requirement. - 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. - Any confirmed cases of coronavirus in the setting either staff member or child will be swiftly reported to Ofsted. 	
Reviewed by Liz Money - Manager		Ongoing 2021	