

**Coronavirus (COVID-19)**

**Policy Statement**

This policy applies to all employees, parents, children, volunteers, students and anyone else working on behalf of the Pre-School. This policy also applies to delivery drivers and other people who may use the community centre. The purpose of this policy is to:

* Protect all employees and users of the pre-school including parents and children from coming into contact with Coronavirus (COVID-19)
* To maintain the minimum staffing level to continue to provide the welfare needs of the children in our care
* To prevent the spread of the Coronavirus (COVID-19)

**Procedures**

*Staff*

* All staff must be trained in COVID-19 prior to returning to work to ensure that they understand the signs and symptoms of Coronavirus and know the procedures for health and hygiene
* Staff must ensure that they wash their hands on arrival to work – before entering the pre-school room
* Staff must ensure that health and hygiene measures (including social distancing) as set out in the COVID-19 risk assessment are carried out regularly throughout the day and fill in the correct paperwork related to this
* Staff are discouraged from using public transport to get to pre-school. Those staff members who are unable to get to work any other way must wear the correct PPE and must not wear their pre-school uniform to work, they must get changed when they arrive
* Staff must work a full day with split days being temporarily suspended.
* Staff must inform the manager should they display any of the symptoms of Coronavirus prior to arriving at work – please see the staff handbook for reporting illnesses
* Staff must inform the manager if they notice any of signs and symptoms of Coronavirus in any other member of staff, child or parent using the setting. They must also inform the manager if they have been informed by someone that symptoms have been displayed by any of the users

*Families*

* Parents are to ensure that they maintain social distancing at all times when dropping off or collecting their child at the setting – only 1 adult permitted at a time
* Parents will not be permitted to enter the community centre building. Children will be collected by staff members from the front door of the community centre and will be brought to the door by staff for collection at the designated drop off and collection times
* Children must wash their hands on arrival to the pre-school assisted by a member of staff
* Parents are expected to provide their children with a packed lunch and a drink. School lunches will not be delivered or collected at this time
* Children must be provided with spare changes of clothes in a backpack that is easily carried. They must not bring in any toys from home
* Parents must ensure that they are aware of the signs and symptoms of Coronavirus and must report to the manager/member of staff prior to arriving at Pre-School should they, their child, other member of their family or someone they have been in contact with display any of the signs and symptoms of Coronavirus. They must then adhere to the government guidance related to self-isolation
* If a child is unwell prior to coming to Pre-School please ensure that you notify the staff before bringing them to us. Please note that if your child requires any type of medication they will not be accepted into Pre-School and should be cared for at home
* Parents and children are discouraged from travelling on public transport, if this is the only way to get to Pre-School please ensure that the correct PPE is used
* It is not compulsory for parents to send their children to pre-school – however, if a space has been booked it must be paid for
* If you have travelled abroad it is very important that the quarantine rules as set out by the Government are adhered to. If you are unsure please ask a member of staff. You should ensure that you take holiday out of term time as if holiday is taken during term time you will be expected to pay 50% of fees.

*Other users of the pre-school*

* Student placements have been temporarily suspended
* Visitors from outside agencies or other professionals have been temporarily suspended
* Delivery drivers including postal workers are not permitted to access the building
* Parent visits while children are present are temporarily suspended

*Health and hygiene*

* Staff must ensure that they practice good hygiene and cleanliness procedures to provide a good role model for all children
* Everyone must ensure that hands are washed at regular intervals with hand wash and water for at least 20 seconds
* Hand sanitiser must be regularly used
* Everyone must ensure that they cover their mouth and nose when coughing or sneezing and hands must be washed afterwards. The ‘catch it, bin it, kill it’ approach must be used across the pre-school
* Close contact with others must be avoided. A maximum of 15 children will be allowed into the pre-school room at any one time accompanied by 2 - 3 members of staff. Children will be deployed around the room to maintain the 2-metre social distancing rule as much as reasonably possible
* Children will be reminded not to touch their eyes, nose or mouth
* Staff will be expected to wash their uniform at the end of each day
* Frequently touched areas of the pre-school will be thoroughly cleaned regularly throughout the day and any toys, equipment and resources will be cleaned after use. Staff will be expected to keep a log of cleaning routines
* Any toys or equipment with intricate pieces that are difficult to clean will not be used
* The correct PPE will be used in line with government guidelines – this means that staff will be required to wear gloves when changing children, assisting with toileting etc. All PPE that is required will be provided for staff

*If someone shows signs of Coronavirus whilst at pre-school*

* Anyone who begins to display signs and symptoms of Coronavirus whilst at pre-school will be sent home immediately
* Parents are expected to ensure that pre-school has the correct contact details for them during the time that their child is at pre-school
* If a child displays signs and symptoms, they will be removed from the setting to reduce the risk for other children. Staff that are caring for this child must wear a face mask, gloves and an apron if the 2-metre distance cannot be maintained. This must be disposed of in a bin bag and put into the clinical waste bin in the disabled toilets. Relevant PPE will be provided. The pre-school must then be deep cleaned
* Coronavirus is a notifiable disease therefore Ofsted and Public Health England must be notified
* Parents and carers must be informed (within GDPR regulations) that a child/member of staff has displayed signs and symptoms
* Staff must thoroughly record all of this information and the procedure that was taken prior to the child/staff member being sent home
* If there are two or more confirmed cases of Coronavirus among children or staff within a 14 day period the Pre-School may be forced to close
* If there is an increase in children or staff becoming absent due to suspected or confirmed cases Pre-School may be forced to close

The procedures set out within this procedure are not exhaustive and are subject to change according to government changes. Please ensure that you keep up to date with the changes by reading the emails sent to you by pre-school. This goes alongside the agreement that you have signed to enable your child to come back to pre-school.