



COVID-19 Kindergarten Operating Procedures

We are implementing the following precautionary measures in line with advice from Public Health England and the Department for Education to minimise any spread of COVID-19 disease within the nursery. The measures will be regularly reviewed and amended as necessary.

Preventing the spread of the Coronavirus involves preventing

- Direct transmission - when in close contact with those coughing or sneezing.
- Indirect transmission – touching contaminated surfaces.

Fundamental principles:

- Shared responsibility
- Physical distancing
- Good hygiene practice
- Staff training

Focus	Area of consideration	What the setting will do	What parents will do
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period can attend the nursery. • Wherever possible, children should only attend one setting as per current government guidance. • Children who have been given any pain relief will not be permitted to attend the nursery. • Children will be routinely sent home if they have a temperature of 37.8 degrees C or above. • On arrival, the staff will help the children clean their shoes and hang up their bags and coats on the coat stand outside. 	<ul style="list-style-type: none"> • Inform LDK if any child or family member has suspected or confirmed symptoms. • Wherever possible, choose one setting to attend • Not administer Calpol, Ibuprofen etc under any circumstances as these may mask a true temperature reading. • Collect their child as soon as possible, if requested by the kindergarten, to ensure everyone's safety

		<ul style="list-style-type: none"> • Staff will also clean their shoes at kindergarten. 	<ul style="list-style-type: none"> • Ideally parents are asked to provide a pair of kindergarten shoes, these can be slippers/trainers/shoes if they have some and for these to stay at kindergarten if possible. • Bags should be left at kindergarten as far as possible.
	Physical distancing / grouping	<ul style="list-style-type: none"> • Parents understand that social distancing is virtually impossible to maintain with young children. • If necessary, the kindergarten will reduce the number of places available thus maximising opportunity for social distancing. vulnerable children and key workers will be prioritised, followed by school leavers, all other children, both parents working/single parent working. • Outdoor play will be prioritised and the use of internal space will be well ventilated for indoor activities. • Staff breaks and play both indoors and outdoors will be organised to support this. • Care routines including provision of meals, sleeping, nappy changing, and toileting will be supported by the use of appropriate PPE, personal hygiene routine and cleaning. • If your child stays for lunch, all food and drinks leftover will be thrown away by our staff, who will follow strict hygiene and storage policies. Snacks will be provided by us as normal. All cups and plates will be sterilised after each use. 	<ul style="list-style-type: none"> • Parents should keep the kindergarten informed as to their key worker status and to their anticipated childcare needs. • Please check that all your contact numbers are current up to date. • Telephone or message the office with any new allergies/routines to ensure your child's care and our records are up to date.

Workforce	Attendance	<ul style="list-style-type: none"> • Staff will only attend the kindergarten if they are symptom free, have completed the requires isolation period or achieved a negative test result. • Staff will complete daily health declarations. • Staff temperatures will be regularly checked. • Staff numbers in the kindergarten will be limited at any one time to only those required to care for the expected occupancy levels on any given day. 	
	Physical distancing / grouping	<ul style="list-style-type: none"> • Wherever possible, staff will remain with their small group of children. • Staff must consider the social distancing guidance with regards to other adults as far as is possible throughout the working day and this must be maintained during breaks. Breaks will be temporarily reduced and staggered and staff will physically space themselves. • Staff members must also avoid physical contact with each other including handshakes, hugs etc. • Staff understand that social distancing is virtually impossible to maintain with young children. They will consider the curriculum that they are providing and will seek to limit some but not all unnecessary close interactions. • Wherever possible, meetings and training sessions will be conducted through virtual conferencing. 	<ul style="list-style-type: none"> • Understand that social distancing with children is impossible and therefore we need to work collaboratively to ensure that we do not put others at risk through our own actions. • Have confidence that we will continue to give your child the necessary interactions and affection that is essential to their social and emotional development.

	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate instruction and training in: <ul style="list-style-type: none"> ✓ Infection control ✓ Standard operating procedure ✓ Risk assessment 	
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Drop off and pick up procedures will be agreed with parents. • Only one parent per family may approach the kindergarten fence to drop off and collect their child. • Drop off and pick up will be at the kindergarten's main entrance. • Parents and other visitors will not be permitted to enter the kindergarten in order to limit the number of people accessing the nursery. • Parents must protect themselves and others by adhering to social distancing at all times. We ask that all parents stand at least a metre back from the fence to drop off and collect all children who are able to walk into the kindergarten. • Where children are upset, staff will support and will take the child in preferably by the hand. • For the time being parents should try and limit the length of their interactions with staff at dropping off and collection. 	<ul style="list-style-type: none"> • We ask parents to understand that we all have a shared and very serious responsibility in preventing transmission of the virus not only to the children and staff at the nursery but also to the families and extended families of every child in the kindergarten. • Parents should encourage their walking child to walk across the car park and talk to their child appropriately about walking into the kindergarten.

		<ul style="list-style-type: none"> Please contact the Kindergarten by Tapestry, email or phone to discuss aspects of their childcare with either their key person or manager to limit interactions and support social distancing during dropping of and collection times. 	
	Communications	<ul style="list-style-type: none"> All parents will have access to the kindergarten's risk assessment and Safe Operating Procedures highlighting the crucial role parents play ensuring the safety of their children and themselves. We welcome any comments and ideas from parents to improve our documentation and improve our precautionary measures. We will keep parents updated about any guidance changes that might affect our setting. 	<ul style="list-style-type: none"> Support the kindergarten with additional ideas as appropriate

Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting will continue to be restricted to children and staff as far as practically possible and visitors will not be permitted access to the kindergarten unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual kindergarten operational hours where possible. Regarding new bookings: Parents may view the kindergarten at a time when there are no children in the kindergarten, for instance in the evening or at weekends. A virtual tour is available on our website. During short settling in sessions, parents will remain in their car in the car park. If agreed by parents, the kindergarten will use Tapestry to upload photographs and videos during the settling in process. 	
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Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Where parents need to leave travel accessories including buggies, car seats, scooters etc at the kindergarten, these must be taken home after drop off. We are currently risk assessing outings from the setting into the local community. 	
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Hygiene and	Hand washing	<ul style="list-style-type: none"> All children and staff must wash their hands upon arrival at and when leaving the nursery. 	
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Health and Safety		<ul style="list-style-type: none"> • Children and staff members should be encouraged to wash their hands properly for 20 seconds using soap and warm water. They will be supervised or supported in hand washing and must wash their hands before certain activities, before eating food, after using the toilet, after touching their faces, using tissues etc. • Staff will use fresh cloths when cleaning the children’s hands and a second fresh cloth for the faces to limit transmission. 	
	Cleaning	<ul style="list-style-type: none"> • The kindergarten is to be cleaned regularly throughout the day. Our sanitiser is a non- corrosive, non- toxic, food and child safe biocide which destroys 99.99% of all viruses, fungi, spores and bacteria and is used in hospitals. • We have produced an enhanced cleaning schedule highlighting touch points. Cleaning takes part throughout the day as well as when the kindergarten closes and is modified and updated as necessary. Again we use a sanitiser that is effective against bacteria, fungi, viruses and spores with a log reduction of 6 so is 99.99% effective. • All staff will be trained in the importance of maintaining a clean and disinfected environment and avoiding cross contamination across rooms through handwashing and the use of fresh cleaning cloths. This is being monitored throughout the day. • Resources have been reduced and limited to those resources that can be easily and effectively cleaned. These are cleaned at the end of the day and more regularly as needed. • Many of our soft toys and soft furnishings have been temporarily removed and have been limited to those that can easily be washed each day. • Furniture and other surfaces that are touched throughout the day are included in the cleaning schedule and cleaned during the day. • Staff and children’s changing areas and toilets are cleaned after each use. 	
	Waste disposal	<ul style="list-style-type: none"> • All waste is disposed of in a hygienic and safe manner at the end of the day and more often as deemed appropriate. • Where a member of staff or a child starts to show symptoms, all tissues and disposable PPE will be double bagged and disposed of safely 	

		<ul style="list-style-type: none"> Tissues are immediately disposed of. We will encourage catch it, bin it, kill it. 	
	Risk assessment	<ul style="list-style-type: none"> All areas and activities have been risk assessed and due consideration has been given to any adaptations to usual practice. Activities using messy and malleable materials will only be offered when the activity can safely be provided for a single child i.e. water play in a small tray. 	
	PPE	<ul style="list-style-type: none"> 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 as normal for nappy changing and the administration of first aid. For nurseries this refers to hand gel, soap and water, disposable aprons and disposable gloves. Separate aprons are used for food preparation and are disposable. 	

Premises	Building	<ul style="list-style-type: none"> The building will be kept well ventilated throughout the day to minimise transmission. The kindergarten has repeatedly been awarded a five star rating with environmental health so many of the systems included in this document are already well established. 	<ul style="list-style-type: none"> Please dress your child in layers with vests and cardigans where appropriate as we will have the windows open and it can feel a little cool at times
	Resources	<ul style="list-style-type: none"> For the time being we are requesting that children do not bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case, items will be cleaned upon arrival and will have to remain at the kindergarten and be washed or disinfected daily along with nursery resources. All resources required for play and learning experiences of children will be regularly washed and/or sterilised. 	

		<ul style="list-style-type: none"> • Varying systems are in place in each room to ensure that children have access to water but do not share drinking cups and bottles. • Equipment used by staff such as stationery, tablets etc. will be allocated to individual staff members where possible and cleaned regularly. Where resources are shared, they will be cleaned after each use. 	
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Supplies	Procurement and monitoring	<ul style="list-style-type: none"> • The setting has procured an adequate supply of essential supplies, and contingency plans are in place to minimise the impact of any shortages of supplies. • A monitoring system is in place for the usage of PPE 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 nursery. • Should future supplies of food be interrupted, procedures will be implemented to ensure that appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed. 	
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Responding to a suspected case		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolated at home in line with the NHS guidance. • Whilst waiting for the child to be collected they will be isolated from others in a well-ventilated area. • The staff member responsible for the child during this time should wear appropriate PPE. Where possible additional PPE will be provided for this staff member. • The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. • The person responsible for cleaning the area should wear appropriate PPE 	<ul style="list-style-type: none"> • Parents will need to check the most current information on testing, and the track and trace system
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		<ul style="list-style-type: none">• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately, self-isolate at home and arrange a test in line with current NHS guidance.	
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- **This document will be share with our families and team members and it can also be found on our website.**
- **This document will be reviewed as necessary.**

Reviewed by: Caroline Rudd

Date: 25th August 2020