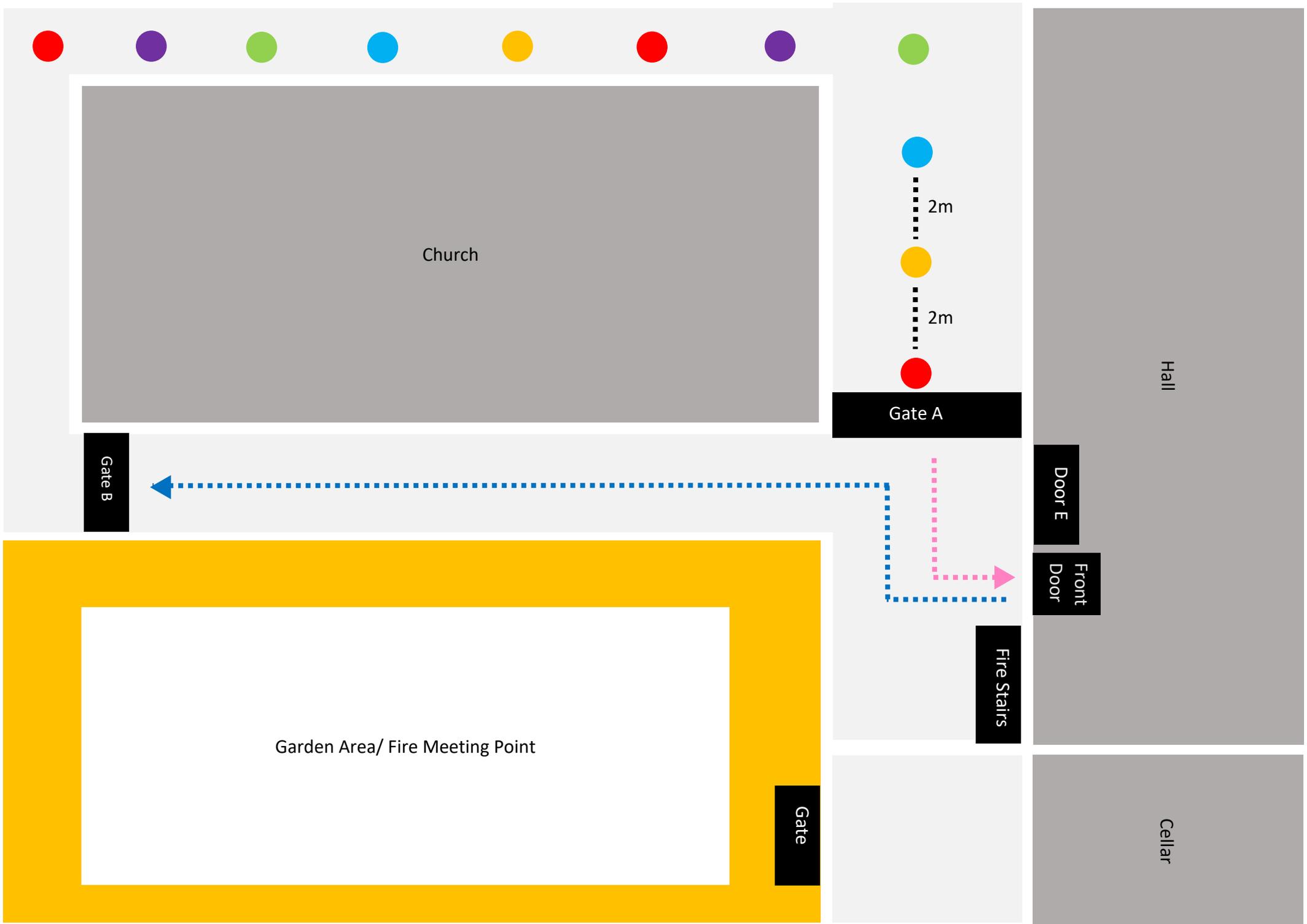


URC Preschool Covid-19 Policy & Procedure
July 2020



	MAIN ROOM GROUP 1	RED GROUP 1	ADDITIONAL NOTES
9am		Red Group Children Arrive	
9.15am	Main Room Children Arrive	Activities In Red Group Room	
9.30am	Garden Activities		
10.30am	Activities in the Main Room	Garden Activities	<i>The outdoor toys will be cleaned between main room and red group using them at 10.30am, Red group will firstly come outside for singing and group activities.</i>
11.30am		Activities in Red Group Room	
12pm			<i>Red group children not having lunch leave.</i>
12.15pm	Lunch in Main Room	Lunch in Red Group Room	<i>Main room children not having lunch leave.</i>
1pm			<i>Red group children not staying for the afternoon leave.</i>
1.15pm			Afternoon Activities in Red Group Room
3pm			<i>All remaining red group children leave.</i>



Covid-19 Policy

Current Government guidelines permit preschool & nursery settings to reopen after a nationwide lockdown period forcing the URC Preschool to close for the summer term of 2020. To ensure that we have taken all possible precautions in advance of our reopening, the following policy sets out the procedures that will be put in place.

Documentation & Guidance

- The URC Preschool will be following guidance set out by the Government, Department of Education and Herts County Council. This policy will be updated to fit the regulations that are being released regularly.
- A risk assessment will be put in place in advance of the reopening date.
- An evaluation of procedures and risk will be carried out by the manager on a daily basis and any amendments will take place before the children and staff enter the setting in the morning.
- A cleaning schedule will be adhered to daily.

Arrivals

- Red group children will be invited into the setting from 9am onwards, main room children will be invited into the setting at 9.15am.
- The same member of staff will be on the door for all sessions during the week.
- No parent would enter the setting.
- When bringing the child to the setting, only one parent should attend.
- Staff members will always be located by a sink to meet their group at the start of the mornings.
- Parents would line up at cones set out at a 2m distance at Gate A, these cones would trail around the back of the church and parents would be asked to enter the queue from the nearest set of stairs on Bowers Way where they don't have to pass other parents.
- Parents would drop off their child by entering Gate A and leaving the child at the front door, they will then quickly exit by walking down the path to Gate B and exit on to Vaughan Road. Only once the parent has left should another parent bring their child to the front door next, this gate should remain open to limit contact with surfaces.
- This process will continue until all of the children are in the setting.
- All arrivals throughout the morning should use Gate A.
- Parents are expected to communicate with their group leader over Tapestry.

- Children are only encouraged to bring a coat and lunch box to each session, toys from home and backpacks are not allowed.
- Parents are encouraged to toilet their own child before bringing them to the setting.

Departures

- Red group children will start to be picked up from the setting at 12pm if they are not staying for lunch, main room children will start to be picked up from 12.15pm.
- Parents will be expected to line up similarly to drop off in the morning using the 2m cones at Gate A.
- One parent will enter the gate at a time, the child will be called and taken to the parent by a member of staff.
- The parent will collect the child and walk out of the premises through Gate B on to Vaughan Road. Only once they have left will another parent be able to come to the door and another child will leave.
- The member of staff on the door will sign child out with own pen – parent is not to do this and instead acknowledge that the information is correct.

Staff

- Staff will be required to complete the virtual college Covid-19 training before their return and have their certificate for this in their file.
- If any member of staff is unhappy with the procedures or policies put in place during this time, they should address their concerns with the manager immediately to ensure their safety is not compromised.
- All staff will have access to a risk assessment in advance of their return to make sure that they are aware of the working conditions that they will be returning to.
- Both staff and children's safety are paramount and is of our utmost importance during the coming term.
- All staff will have access to full PPE if desired and will be encouraged to take extra precautions when changing nappies or dealing with a suspected case of Covid 19.

Bubbles

- Red Group will use a separate area of the setting for play, lunch and toileting. Red Group children will have access to the upstairs red group classroom along with meeting room 2 and the boys' toilets.
- Children in the main room will stay in the hall throughout the session for play and lunch time, they will use the girl's toilet during the session.
- Red group will remain upstairs throughout the session and will only come down to use the garden at 10.30am each morning, the garden toys will be cleaned between uses.
- The two bubbles of staff and children should not mix throughout the morning.

Children's Handwashing & Hygiene

- Upon arrival into the setting all staff and children will be required to wash their hands.
- Children will be required to wash their hands after using the toilet, when coming in from the garden and before eating.
- Throughout the session, red group will only use the boy's toilets and main room group will only use the girl's toilets to prevent cross contamination. The disabled toilet will only be used by staff and for nappy changing.
- Nappies and clothes will be provided by the Preschool as children have been extremely discouraged from bringing in backpacks with their own supplies.
- Children are required to wear clean clothes on the days that they attend the setting, it is also highly encouraged that parent's wash the children's clothes as soon as they return home from the preschool.

Food Hygiene

- All staff will continue to follow their level 1 & 2 food hygiene safety training where appropriate.
- Children staying for lunch should have a plastic lunch box with their name and surname clearly visible on the front, any water bottle should also have a name and surname on it to avoid confusion.
- All lunchboxes will be cleaned upon arrival and kept in the tub or coat area designated for their group.
- Children will be able to choose their snack however staff will have to serve this as children are not to touch food other than their own.

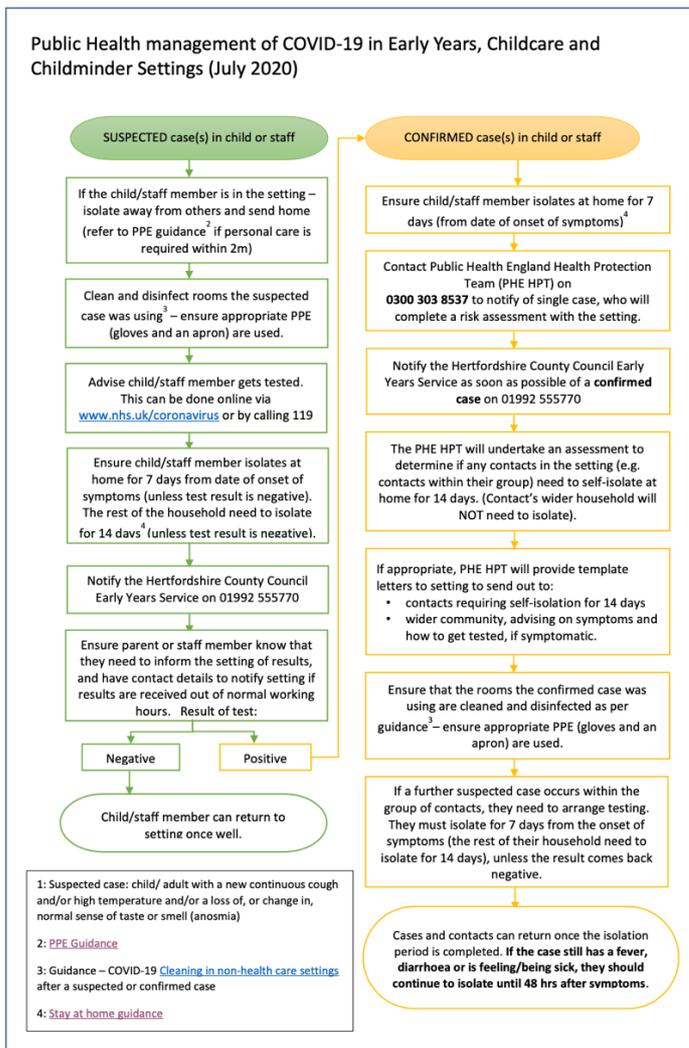
Cleaning

- All areas of the setting will be cleaned daily using the cleaning schedule (see separate document).
- The garden toys will be cleaned using a spray bottle of diluted Milton.
- All soft furnishings will be removed from the setting as they are difficult to clean.
- All toys will be deep cleaned weekly after being used.

Symptomatic Children

- We will not be taking routine temperatures of the children every morning and staff will instead be vigilant in watching their children and acting quickly if they notice symptoms.
- If your child is poorly before bringing them into Preschool in the morning and you have to administer Calpol, please do not bring them into the setting that day.
- If a child is showing symptoms of illness/ Covid-19, a member of staff will stay with the child wearing full PPE and a parent will be called.

- Symptomatic children in the main room will be taken into Rainbow Room with the member of staff until their parent arrives, symptomatic children in red group will be taken into Meeting Room 2 until their parent arrives.
- If either Rainbow Room or Meeting Room 2 is used by a symptomatic child or member of staff, it will be deep cleaned as soon as possible before the next use.
- If a member of staff is showing symptoms of the illness, they will be sent home and another member of staff will be called in to take their place.
- If a member of staff self-isolates, all of their family need to be tested as soon as possible.
- If a child becomes sick, the manager will alert all parents of children in that child's group and the group leader that they have been exposed to the virus.
- If a child or a member of staff is showing symptoms of the illness, Hertfordshire County Council Early Years Service will be notified.
- If a child or member of staff tests positive for Coronavirus, we will notify the following organisations: Hertfordshire County Council Early Years Service, Public Health England Health Protection Team and Ofsted. This guidance will also be followed:



Last Updated: July 2020