

## Kent Early Years and Childcare Service

### COVID-19 Site Operating Procedures

#### DCA Childcare



These guidelines are intended to assist in implementing precautionary measures to reduce the spread of COVID-19 disease. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key persons. The fundamental principle of this guidance is to ensure physical distancing and to implement good hygiene practices. For general guidance, please see the official government website: <https://www.gov.uk/coronavirus/education-and-childcare>

#### **Basic summary:**

Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as more regular handwashing, will be implemented. The use of soft toys and toys with intricate parts or that are otherwise hard to clean will be avoided. The same applies for carpets and soft furnishings.

Here at the DCA Childcare, we have very few children per session at pre-school / out-of-school clubs, this means that managing risks will be more straightforward than settings with higher attendances. Parents and carers will be discouraged from gathering at the setting entrance and must follow the signs and social distancing marks outside the setting when dropping off and collecting their children. As far as possible, parents and carers will not enter early years premises (appointments required in special circumstances).

FOCUS	Specific Area	Actions
Toys and furnishings	All sessions (pre-school and out-of-school clubs)	<ul style="list-style-type: none"> <li>• Soft toys are not permitted. To be replaced with toys which can be sanitised after each use.</li> <li>• Carpets, bean bags and pillows are not permitted. To be replaced with plastic gymnastic mats which will be sanitised after each use.</li> <li>• <b>Book corner:</b> will have a smaller number of books, to be alternated with cleaned books daily.</li> <li>• <b>Feeding area:</b> will have four tables, each table will have two chairs (max. 8 children eating at a time).</li> <li>• <b>Communication and literacy area:</b> will have one table with two chairs. There will be fewer coloured pens and pencils which will be sanitised between sessions. The same will apply for all stationary and paper in this area. Only what will be used will be provided to children by staff.</li> <li>• <b>Home corner:</b> each session will be provided with a different set of equipment that will be cleaned and changed daily.</li> <li>• <b>Knowledge and understanding area:</b> the light table will be cleaned after each session, with different packs of stencils to be provided to each session, these will be cleaned and changed daily. The computer will not be available for term 1, unless needed for a planned activity, in which case the screen will be cleaned.</li> <li>• <b>Creative area:</b> the large round table will be limited to four chairs, materials to be used will be provided specifically for each activity. The easel will only have one child per side as opposed to the usual two per side.</li> <li>• <b>Mathematics area:</b> limited packs (puzzles, counting games etc.) will be provided for each session, specifically following children's interest for pre-school. These will be cleaned and changed daily.</li> <li>• <b>Outside area:</b> mud kitchen equipment will again be provided in packs for each session, the equipment will be cleaned and changed daily. Riding toys and pirate ship will be cleaned after each use.</li> </ul>
Toilets	All sessions	<ul style="list-style-type: none"> <li>• Pre-school and out-of-school toilets will not be shared.</li> </ul>

		<ul style="list-style-type: none"> <li>• Pre-school are allocated two toilets.</li> <li>• Out-of-school clubs are allocated the two other toilets.</li> </ul>
Breakfast Club	Arrival and Exit	<ul style="list-style-type: none"> <li>• Children will be arriving between 8am-8:25am.</li> <li>• Parents are not allowed into the building – there will be 2-meter markings on the ground outside the front door for each family to wait as their children enter.</li> <li>• Children will need to wash their hands when entering the building.</li> <li>• <b>Arrival is from the front door only.</b> Please follow the signs and arrows.</li> <li>• At 8:20am the food area will be closed for cleaning.</li> <li>• School juniors will be taken to school at 8:30am. School infants will be taken to school at 8:42am for their 8:45am start.</li> <li>• <b>Exit is through the back door only.</b></li> </ul>
Breakfast Club	Duration of stay / Activities	<ul style="list-style-type: none"> <li>• Feeding area will consist of 4 rectangular tables with 2 chairs per table, therefore 8 children will be able to eat breakfast at once.</li> <li>• Children will be encouraged to wash their hands while singing “If you’re happy and you know it wash your hands etc.” before they eat.</li> <li>• One child at a time can order their breakfast by standing on the floor mark opposite the kitchen hatch. Adults will call the child when their food is ready at the hatch.</li> <li>• Weather permitting – all will be encouraged to go outside to play during term 1.</li> <li>• Inside, the indoor football table will be available (for juniors) and will be cleaned daily. On mats, there will be toys (dinosaurs, trains etc) that will be cleaned after each use.</li> <li>• Children will 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 using the ‘catch it, bin it, kill it’ slogan</li> </ul>
Pre-School	Arrival and Exit	<ul style="list-style-type: none"> <li>• Children will be arriving at 9am.</li> <li>• Parents are not allowed into the building – there will be 2-meter markings on the ground outside the front door for each family to wait as their children enter. Please follow the signs and arrows.</li> </ul>

		<ul style="list-style-type: none"> <li>Children will be given a dollop of alcohol-free hand sanitising foam to clean their hands upon entry.</li> <li><b>Arrival and exit will be from the front door.</b></li> </ul>
Pre-School	Duration of stay / Activities	<ul style="list-style-type: none"> <li>Following children's interests, planning will be to encourage children to learn through play as is the usual – considering the limited equipment and materials (see above).</li> <li>Planning sheet will be provided for each child in their learning journey and a copy will be put on the window for parents to see from outside.</li> <li>Outings from the setting into the local community, including the mobile library, will not occur while we are following COVID-19 measures</li> <li>Children will 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 using the 'catch it, bin it, kill it' slogan</li> </ul>
After-School Club	Arrival and Exit	<ul style="list-style-type: none"> <li>Children will be arriving at 3:20 (time and pick-up location TBC with Hernhill School by the start of term).</li> <li>Parents are not allowed into the building when collecting their child.</li> <li><b>Arrival and exit will be from the front door.</b></li> </ul>
After-School Club	Duration of stay / Activities	<ul style="list-style-type: none"> <li>Children will be encouraged to wash their hands while singing "If you're happy and you know it wash your hands etc." when they arrive and before eating.</li> <li>Feeding area will consist of 4 rectangular tables with 2 chairs per table, therefore 8 children will be able to eat at once.</li> <li>One child at a time can order their snack by standing on the floor mark opposite the kitchen hatch. Adults will call the child when their food is ready at the hatch.</li> <li>Weather permitting – all will be encouraged to go outside to play during term 1.</li> <li>Inside, the indoor football table will be available and will be cleaned daily. On mats, there will be toys that will be cleaned after each use.</li> <li>Children will 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 using the 'catch it, bin it, kill it' slogan</li> </ul>

Staff	Precautions and Revisions	<ul style="list-style-type: none"> <li>• Staff will be required to change into their uniform at work and use clean shirts each day.</li> <li>• Staff temperature will be taken daily upon entry to the building.</li> <li>• At the discretion of individual staff members, they can wear face shields when engaging with children at close proximity (i.e. observing activities, changing nappies, giving first aid etc.)</li> <li>• Disposable gloves and aprons are always worn when changing nappies.</li> <li>• Staff will be washing their hands regularly for 20 seconds.</li> <li>• Jewellery will be limited to wedding rings, small earrings, and watches.</li> <li>• Staff will be encouraged to take their breaks away from the children.</li> <li>• Windows and the back door will be kept open to encourage air flow.</li> </ul>
Staff	Cleaning equipment and technique	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment.</li> <li>• Big toys will be cleaned with Dettol wipes. Small toys will be soaked in Milton.</li> <li>• Floors will be cleaned with diluted Dettol (chloroxylenol antiseptic) after each session.</li> <li>• Tables, chairs and high touch points such as door handles will be cleaned after each session with Dettol wipes.</li> <li>• Floor mats will be wiped after each use Dettol wipes.</li> </ul>
Parents	Precautions and Revisions	<ul style="list-style-type: none"> <li>• Parents will be required to follow the signs and floor markings outside the building.</li> <li>• Any enquiries and communications will be taken via email or on the phone - unless a serious matter needs to be addressed, in which case parents will be encouraged to visit when there are no children on the premises (via making an appointment with the manager).</li> <li>• The accident book will, as usual, be signed at the door when children are collected.</li> <li>• Parents will not be permitted to leave travel accessories including buggies, car seats, scooters in the setting.</li> <li>• Children will not bring items from home into the setting unless essential for their wellbeing and transition. Where this is the case items will be appropriately cleaned upon arrival.</li> </ul>

Building	Visits	<ul style="list-style-type: none"> <li>• Attendance to the setting will be restricted to children and staff</li> <li>• Visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance).</li> <li>• Milk left outside from Cool Milk will be disinfected before entering the building.</li> <li>• Where essential visits are required, these will be arranged with the manager prior.</li> </ul>
Staff/Parents/ Children	Hygiene and Health & Safety	<ul style="list-style-type: none"> <li>• All children and staff will wash their hands upon arrival at the nursery.</li> <li>• Children and staff members will wash their hands frequently throughout the day.</li> <li>• Staff will change into their uniform once arriving at the nursery and will be encouraged to wear clean shirts the next day.</li> </ul>
Staff	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 disposed of immediately (catch it, bin it, kill it).</li> <li>• Any used PPE should be put into a bin bag and tied, before being placed in another bin bag and disposed.</li> </ul>
Staff	Risk assessment	<ul style="list-style-type: none"> <li>• All activity should be risk assessed and due consideration given to any adaptations to usual practice.</li> <li>• The manager/deputy will ensure all staff members receive appropriate instruction and training in infection control, standard operating procedure and risk assessments within which they will operate.</li> </ul>

## Contingency plan – Symptoms or confirmed cases of COVID-19

- Individuals who are unwell with symptoms of COVID-19, or who have been in contact with someone who has been ill, must self-isolate for at least 10 days. It is also advised that these individuals get tested at a local test centre near them. For information on testing, see this page: <https://www.gov.uk/get-coronavirus-test>
- When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days (their household members should self-isolate for 14 days) in line with current government guidance.
- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolate at home in line with guidance. The child will be isolated at least 2 meters away from other children, with one member of staff who will be wearing PPE (surgical face mask, face visor, disposable gloves, disposable apron) until his/her prompt collection. The area of isolation will then be disinfected.
- If a child gets tested and this returns positive, the setting will contact the local Public Health England Health Protection Team and follow their advice. Ofsted will also be notified. All other parents will be informed, from which they may choose to isolate with their child at home for 10 days, at their discretion.
- If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they have recovered. If the child, young person or staff member tests negative and is well, they can return to the setting as normal.
- All staff will get tested if they display symptoms of coronavirus - in line with government guidance.

**Note reference to staff might mean the manager or all staff depending on criteria.**