



Administration

COVID-19

Policy statement

Rotherfield Village Pre-School has a duty of care to both children and staff, and during the exceptional circumstances of the COVID-19 outbreak, the safety of those involved with the pre-school is paramount. In order to keep our staff and pupils safe we adhere to the guidance set out by Government publications.

We will be following a regime of regular handwashing; a 'Catch it, Bin it, Kill it' approach with regards to sneezing and wiping noses. We have put away a huge number of our toys and resources that cannot be easily cleaned on a daily basis. Staff have been thoroughly prepped and supported to understand requirements around cleaning, children's hygiene, signs, and symptoms of the virus, and we are constantly being updated with guidance from the Department of Education; we will be following a daily cleaning schedule, with cleans throughout the day and at the end of each session.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534 DfE Development Matters Report and illustrations web 2 .pdf						

In order to keep the children, staff and parents associated with Rotherfield Village Pre-School safe during the current COVID-19 outbreak, the following procedures must be adhered to:

1. Wearing a face mask is now optional for the approach to and from pre-school.
2. Please walk across the field and form a queue starting on the path that leads from the football HQ building.
3. A member of staff will greet you one at a time from within the gated area at the front of the pre-school.
4. Please walk up the drive past the scout hut to ensure a one-way system.
5. If your child is unable to walk into pre-school independently then either:
 - a member of staff will come and take your child from you offering a cuddle (both you and the member of staff will need to be wearing a face mask)

- or if you feel this would be too distressing for your child then you can opt to take them home again
 - we will not forcibly take children from their parents as we feel that this is more distressing for the child. We will work with parents in whatever way we can to help the child to come in, which may be asking parents to come to the setting with the child after hours for example, in order to make the transition easier.
6. Staff and children wash their hands on arrival. They will also wash hands before and after food, after using the toilet, if they sneeze or cough and when coming in from outside activities and at the end of the day before going home.
 7. Please bring with you a packed lunch, water bottle, sun hat and change of clothes (**all clearly labelled**).
 8. Please apply sun cream at home in the mornings, we will then re-apply at lunch time. Staff will be washing their hands in between each child. The sun cream we are using is **Tesco soleil kids, factor 50**. Please let us know if you will be providing a different one for your child due to allergies or sensitive skin.
 9. We have put a strict cleaning and hand washing regime in place, meaning toys, equipment and surfaces will be cleaned during the day and at the end of each session. Staff and children will be following the hand washing procedures.
 10. Toys will be changed on a rota basis.
 11. Where possible we intend to make the most of being outside for all parts of the day. Please ensure your child has the appropriate clothing for this.
 12. We will be using the outdoor spaces around us to take the children outside as much as possible. We will continue to risk assess all of our trips out and about.
 13. Windows and external door to the decking are open during the day to allow a flow of fresh air. Please ensure your child is appropriately dressed for this.
 14. At the end of the day, please follow the same procedure as in the morning. A member of staff will bring the children out one at a time. Once you have your child, please walk up the driveway to the car park, ensuring a one-way system is kept. Please be patient with us as this is going to take more time than usual.
 15. We cannot guarantee that Rotherfield Village Pre-School will NOT be affected by a case of COVID-19. We will be doing everything that we can to minimise the risks, but this will not prevent the virus being brought into the setting.
 16. Parents of new start children will be able to stay with their child for a settling in session. Prospective parents will be able to visit the pre-school during opening hours.
 17. We are now able to carry out educational trips/ visits.
 18. If your child attends another setting, then you **MUST** make us aware of the name of the setting and how frequently your child attends.

If your child develops symptoms of COVID-19 which are:

- **a high temperature**
- **a new continuous cough**
- **changes to your sense of smell or taste**

you must get a PCR test and obtain a negative result or self-isolate for 10 days before returning to pre-school.

What will happen if a child or an adult shows symptoms of COVID-19 during a session?

If a child or staff member starts to show symptoms of COVID-19 during a session (high temperature; continuous cough; sore throat, loss of taste or smell) we will isolate this individual from the rest of the setting:

Staff members will be asked to leave the premises immediately and go home, where they will be advised to get tested for COVID-19. If their result comes back as negative, they will be able to return to work.

If a child is showing symptoms, they will be removed to the office with a staff member who will put on PPE and contact the child's parents. The child will stay in the office in the care of this staff member until they are collected by their parents, at which point it will be advised that they are tested for COVID-19. Again, if the child tests negative, they will be able to return to the setting.

Once the affected individual has left the premises, there will be a full clean and PPE will be disposed of safely.

If the individual tests positive, all of the children and staff who have been in contact with that child will be informed of a positive case and asked to do a PCR test. If the test is negative then they are able to return to pre-school.

Links:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic#main-changes-to-previous-guidance>

This Policy was written by	Sandra Cawsey - Bursar
This policy was adopted by	Rotherfield Village Pre School Directors
Date	September 2021
Review Date	as required

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
October 2020	Removed – 2-meter distance marked with tape Added - Staff will have to go home if their temperature is above 37.5 Added - Windows and external door to the decking are open during the day to allow a flow of fresh air	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
December 2020	Added mandatory wearing of face masks from the approach to and leaving pre-school until the car park is reached, at a minimum.	Sandra Cawsey	Rotherfield Pre-School Staff & Directors

	<p>Added please wait until your child has passed the temperature check</p> <p>Added loss of taste or smell to symptoms</p> <p>Amended self-isolation period to 10 days</p>		
January 2021	<p>Added point 21: children attending another setting during a lockdown scenario</p>		
May 2021	<p>Removed temperature checks</p> <p>Removed no book bags</p> <p>Amended 'no' soft toys to 'limited' soft toys</p> <p>Removed 'Children WILL NOT be able to bring in any comforters or soft toys into the setting'</p> <p>Added visits from prospective parents will be out of hours</p> <p>Added 'Parents of new start children will be able to stay with their child for a settling in session'</p> <p>Added We are now able to carry out educational trips/ visits</p>	Sandra Cawsey	
September 2021	<p>The wearing of face masks is now optional – removed mandatory.</p> <p>Removed: we have reduced the number of resources available to children, we have limited soft toys, blankets, rugs, or soft furnishings.</p> <p>Removed that we will not allow visitors into the setting.</p> <p>Removed we withhold the right not to accept a child that attends another setting.</p> <p>Updated link to government website on advice to reduce the risk of transmission of coronavirus (COVID-19) in the setting.</p> <p>Removed information on Kawasaki Disease.</p> <p>Removed "Bubble" throughout</p> <p>Removed "Where possible if parents could call the pre-school to discuss anything they need to throughout the day, as we will be limited on time at drop off and pick up."</p> <p>Removed "Before a child attends the setting, we will require parents/ carers to sign a parent/ carer agreement."</p> <p>Removed "If you have travelled abroad – even to an area that is UK quarantine 'free' - or to an area in the UK with a local lockdown, please note that we will be unable to have your child back in the setting for a clear 10 days following your return home."</p> <p>Added what to do if your child develops symptoms of COVID-19 whilst not in pre-school.</p> <p>Amended self-isolation to PRC test</p>	Sandra Cawsey	