**Ladybird Pre-School will continue to provide a caring, nurturing environment for the children in our care.**

**Purpose of policy**

* *This Policy summarises the arrangements in place to control the spread of Covid 19 within the setting.*
* *To reduce the risk for all employees, children, parents and visitors from coming into contact with COVID 19.*
* *To ensure that children, parents and staff’s well-being is supported.*

**Procedure**

* Member of staff on gate to wear face mask when opening gate to parents, carers, children and visitors as social distancing cannot be guaranteed.
* Parents, carers and siblings not allowed on site. Children to be collected from the gate. If a child needs settling by parent, parent MUST wear face mask on site.
* Any member of staff or child who presents with Covid 19 symptoms (high temperature and / or dry cough, loss of smell and/or taste) will be sent home and excluded for a minimum of 7 days or until a negative test is confirmed. Tests are available for all attendees and their households.
* At drop off and collection times parents to be asked to wait in the park, away from the gate, until called.
* On arrival staff and children to wash their hands for minimum of 20 seconds, with soap and water, under adult supervision.
* Staff to ensure, as much as possible, that children wash their hands on a regular basis and after sneezing or coughing, and before and after eating.
* Plentiful supply of tissues to be available in all areas and children to be encouraged to ‘catch it, bin it, kill it’.
* Hand sanitizer to be available in all areas.
* All touchable surfaces, including but not limited to – door handles, windows, cupboards – to be cleaned with appropriate disinfectant and paper towel at least twice daily (as recommended by government Covid guidance).
* Toilets and sinks to continue to be checked hourly, with added disinfecting before and after each session.
* Staff to limit contact with each other to absolute minimum
* Bins to be emptied between sessions and at the end of day.
* Children to be encouraged to use the outdoor area as much as possible.
* Indoor area to be well ventilated.
* Children to be discouraged from bringing personal toys into the setting.
* Children’s bags and lunch boxes to be wiped with antibacterial spray on arrival.
* Food deliveries to be wiped over before being put away.