



COVID 19 POLICY AND PROCEDURES

It is our policy to keep children safe when they are in our care. It is also our intention to accommodate each family's needs to the best of our ability.

During the Covid 19 pandemic, the following policy and procedures will be put in place until further notice. These will be reviewed on a regular basis.

- Please be assured we are working to the guidelines set out by Dfe, our insurance company and the NHS.
- If your child or anyone else in your household displays any of the symptoms of Covid 19, then that person must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- If anyone else in the household starts displaying these symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- If your child develops symptoms whilst in our care they will be separated from the other children with one member of staff, and you will be contacted to collect your child immediately. A deep clean of the setting will then take place.
- We ask that parents do not administer any pain relief medicine prior to a child attending as this can mask other symptoms. If your child requires any medication, they must stay at home. Failure to do so may result in the termination of our contract with immediate effect. Normal sickness fees will apply in any of the above circumstances.
- Drop-off and collection times will be staggered. Further confirmation of times will follow.
- Please ensure that only one parent drops off and collects and, if at all possible, that the same parent does both on any one day.
- Drop-off and collection will take place at the front gate with parents keeping a minimum of 2 metres distance.
- We and the children will wash hands immediately after drop-off and prior to collection.
- Children will need to bring in a set of spare clothes, a spare jacket/coat/warm jumper, spare slippers/soft shoes/totes socks to be left in a bag at the setting.
- Children will need to bring their own cup/beaker/bottle to be left at the setting.
- Children will need to have sunscreen applied before arrival and provide a labelled bottle of sunscreen to leave at the setting.
- Toys and resources in use will be kept to a minimum each week and will consist of easy-to-clean items which will be sanitised at the end of every session.
- Weather permitting, outside play in the garden will be a main part of our day.
- We will continue to provide food/meals as needed.
- Social distancing for young children within a home environment is impossible. We will endeavour to implement the strict hygiene procedures necessary. However, parents should be aware that their child will be mixing with children from other households.
- We trust parents to adhere to current guidelines themselves.
- In general, social contact is important for all children. Within our home environment at this time, your children will be with others during the day. If you would prefer to keep your child at home until you feel comfortable letting them attend, we will fully support your decision.



Procedures and how we will implement this policy.

- Minimising numbers each day will help prevent wider social contact.
- Staggering drop-off and collection times and maintaining a one-way system will assist compliance with the social distancing guidelines.
- Doorstep handovers with social distancing implemented will help prevent possible contact adult-to-adult.
- Hygiene rules, washing hands etc will be actively encouraged throughout the day. There will always be access to handwashing, sanitising and cleaning supplies.
- Each child will provide a separate bag with a full change of clothes, a bottle of sun cream, a sunhat, a coat and, if needed, a bag of nappies. These will be kept at our setting, not taken home at the end of each day until further notice.
- All toys/resources/surfaces/highchairs/outdoor equipment will be wiped down throughout the day with a final thorough clean at the end of every session. Each child will have their own set of crockery and cutlery, which will be put in the dishwasher immediately after use.
- No outings, school runs or children from any other settings will be attending at this time until further notice (following the government guidelines)

Once you have read this policy please complete, sign and date below.

Please appreciate that your child cannot return to the setting until this signed agreement has been returned.

I confirm I have read, understood and accepted this policy and procedures.

Name of parent:

Name of child:

Signature of parent:

Date:

Risk Assessment for Covid-19 Reopening

Areas to consider	What I have in place already	What I need to put in place
Numbers of children present. Children's health prior to arriving.	Children attending specific days a week initially. Keeping the same children on the same days. Ensure children are completely symptom free before attending. Check temperature on arrival.	Ensure all parents have a copy of my Covid 19 policy and that they agree to follow the contents.
Drop off/Pick up times	Stagger children's arrival/collection times. Gate drop off/pick up until further notice.	Ensure a clear walkway to and from the house is visible. Doorbell will be cleaned if used.
Hygiene routines for children and myself within the setting.	Handwashing on arrival and on a regular basis throughout the day for all. Discouraging putting things into mouths. Provision for disposal of tissues and emptying of bins regularly throughout the day. Ensure all surfaces are wiped clean after nappy changes.	Use disposable towels. Have sufficient cleaning products. All areas to be cleaned/wiped down on a regular basis throughout the day.
Resources, how can they be cleaned etc.	Restrict amount of toys to ones that can be easily cleaned.	Provide stimulating but practical toys and resources that can be cleaned without damage or danger to the health of the children
Areas to consider	What I have in place already	What I need to put in place
Exercise/Outside areas	Make use of the garden. Outdoor toys be wiped down at the end of the day. Only use resources that are easily cleaned.	Encourage lots of outdoor play in the garden (weather permitting)
Children and Staff with Asthma	Children and Staff need to continue to take their preventer inhaler as prescribed. Inhalers need to be labelled and in the setting whenever the child or staff member is present.	A signed and dated action plan for either staff member or child needs to be kept in the setting.
Use of crockery/cutlery and mealtimes.	Children use their own, named drinking cups. All eating utensils to be put into the dishwasher immediately after use including high chair trays. Children to use allocated chairs when present.	All tables, chairs, high chairs to be wiped following a meal or having been used for any other reason.
Provision of spare clothes, sun hat etc.	Storage to keep individual bags in so kept here indefinitely.	Parents to provide a separate bag with a full change of clothes, a sunhat and bottle of sun cream, jacket and a bag of nappies if needed.