

Coronavirus (Covid-19) Policy and Procedures

This policy aims to give clear and concise information to parents, staff and visitors to Little Acorns Childcare during the lockdown period and whilst government restrictions are in place. The welfare of staff and children are paramount and compliance with the procedures detailed in this document is essential. This document will be amended as government guidance changes and will be re-issued to all parents, staff, committee members and volunteers.

Aim

Our aim is to ensure the safety and wellbeing of all who use our setting. Little Acorns intends to operate in the safest way to ensure all children are able to access exciting learning opportunities, by delivering the curriculum set out in the EYFS. Due to the current situation regarding Covid-19, we will need to make changes in the following areas:

- 'Bubbles'
- Staffing
- Drop off and collection
- During the session
- PPE / Intimate care
- Visitors
- Fees
- Play

Bubbles:

As we are a relatively small setting, we will be one bubble across the whole setting.

Testing:

Due to the restrictions being eased in the coming weeks, we are mindful of the increased risk of transmission of Covid-19. To help us keep our setting safe it is vital that we all test regularly – a minimum of twice-weekly, with immediate effect (as of 7/3/2021). To ensure the continued safety of all who use our provision, the following steps will be taken:

- All staff will access Lateral Flow Testing via either a test centre or home testing kits twice each week, on a Wednesday and on a Sunday.
- Staff must inform the Manager of their results by 8pm on Wednesdays and Sundays so that in the event of a positive or inconclusive result, adequate cover can be arranged.
- Any staff failing to inform the Manager of their test results by 8pm will be asked to stay at home and test the following day.
- Any staff member displaying symptoms of Covid-19 must seek a full test immediately. Lateral Flow Tests are NOT suitable for anyone with symptoms.
- Long-term students must test the day before they are due in placement and inform the Manager of their result by 8pm. Failure to follow procedure will

result in them being asked to refrain from attending that particular day and their absence will be logged.

- Volunteers must test and receive their results before attending the setting, and must show a member of staff their negative result.

Drop off and collection:

- Masks must be worn upon entry to Beacon Church car park
- Staff must wear masks during handover and when dealing with parents, carers or visitors
- Please **do not** arrive before 9am or 12:30pm when dropping your child off at nursery.
- ONE adult per child/children at any one time. Different people may drop off or collect
- In warm weather please ensure you have applied a high factor, 8 hour sun cream to your child BEFORE bringing them into nursery; staff will be unable to re-apply sun cream during the day
- Whilst waiting to drop off or collect please stand 2 metres apart to ensure social distancing
- All children to be taken to the main entrance where a member of staff will greet you.
- Before entering the building every child, staff member or visitor must have their temperature taken. Anyone with a temperature of 37.8 or above will be refused entry with no exceptions. The government flowchart (included in this policy) must be followed for anyone with a raised temperature.
- Upon entering the building, each child will have their hands washed/sanitised
- Children should bring a bag with essentials – nappies, wipes and one complete change of clothing (unless toilet training where more may be needed) Any soiled clothing will be sent home and a fresh change of clothing must be brought in the following session
- Each child will need to bring a water bottle which may be left at nursery and will be cleaned daily ready for the next session. Please ensure you clearly label the bottle
- All personal belonging must be clearly labelled. Please ensure your child has suitable warm clothing such as a cardigan or jumper as windows in the nursery will be kept open at all times to increase ventilation and reduce risk of infection
- Children must not bring toys or unnecessary items into nursery
- Once your child has been handed over to a member of staff you should leave the premises immediately, no gatherings should be held in the car park. You are welcome to call to check your child has settled – 01284 756588
- Pushchairs/bikes/scooters etc must NOT be left at the nursery
- When collecting your child, please press the buzzer by the main entrance ONOCE and wait for a member of staff to bring your child to you.
- On handover, any important information such as accidents or incidents will be shared however contact with staff must be kept to a minimum therefore parents are requested to check Tapestry regularly for any updates

- IMPORTANT – Your child MUST NOT come into nursery if they show any symptoms of illness, especially, but not limited to the following:
 - High temperature – this means the child feels hot to the touch on the chest or back
 - New or persistent cough – this means coughing a lot more for more than an hour, or 3 or more coughing episodes in 24 hours
 - A loss or change in sense of taste or smell (incredibly difficult to tell with children, however, an indicator might be them refusing to eat a food that they have previously, regularly enjoyed)
- Whilst some children might regularly display symptoms such as a high temperature, and parents know it is likely to be for issues such as teething, we must be strict and we will refuse entry to any child with a temperature, regardless of the reason
- If your child is asked to isolate, you MUST contact the nursery manager before bringing your child back in to the setting. The manager's decision is final based on the situation at that time
- The flowchart included in this policy will be followed for all suspected/confirmed cases within the nursery

Settling in new children:

- Before admission, the parents will be invited to a Zoom meeting or telephone call with the manager to discuss their child's care needs and answer any questions. Where possible, an out-of-hours visit may be offered. This will be for ONE parent or carer to have a look at the setting, following all current guidelines.
- On the first day one parent will be invited to attend with their child for up to one hour. The child will meet their key person and have an opportunity to play with the security of their parent present. The parent and keyperson will socially distance during this session. The parent must wear a mask whilst in the building.
- On the second day the parent will be permitted to enter the nursery to have a hand over, the child will join the nursery group without their parent for up to 1 hour.
- On day three, the session will extend to up to 2 hours
- On the final day they will join the social distancing queue and be greeted at the nursery door and stay with the group for their full session
- Our priority is that children leave the nursery feeling happy; if your child is settling in and becomes distressed, we will call you to come and collect early
- Some children take longer, or less time to settle in; we will work with you and your child based on their needs to ensure a smooth transition into nursery

PPE and Intimate Care:

- Staff will provide the same high level of intimate care as we have always offered. Whilst changing nappies or assisting with care routines staff will wear appropriate PPE i.e. gloves and aprons.

- Children will be encouraged to manage their self-care needs where possible with close staff supervision
- Toddler room children will be changed using the privacy of the den
- Tumbler room children will use the children's cloakroom facilities
- We pride ourselves on our cleanliness, however all facilities will be cleaned more regularly throughout the day

Visitors: (refer to amendment at the end of this document)

- Visits to the nursery will be risk-assessed on an individual basis. Unnecessary visits will NOT be permitted and may be offered via telephone call or zoom meeting.
- Being based in a church, there may be people coming into the building during nursery hours; this will be strictly monitored at all times –
 - All visitors must wear face coverings on Beacon Church premises
 - All visitors must use the hand sanitiser provided in the foyer
 - All visitors must record their name, date and time of visit and contact number on the record sheet in the foyer for trace and testing purposes
 - No visitors are allowed into the nursery without permission from the nursery manager

Fees:

- If a child is sent home due to showing symptoms of Covid-19, or is asked to isolate due to a confirmed case, or for any other reason related to Covid-19, fees will remain unchanged

Play:

- We want children to have access to as many resources as possible based on their needs and interests.
- Occasionally we may need to restrict access to certain resources depending on local and government guidelines
- Children will have access to outdoor play as much as possible throughout the day, with regular hand washing/sanitising and daily cleaning to prevent risk of infection spreading
- Until further notice we will NOT be taking children to the local parks or on any outings

Events:

- Until we are able to safely hold events such as singalongs or parent's evenings, we will be putting these on hold

Contacting us:

- The nursery manager will keep parents informed of any important news or information via Tapestry so it is vital that you have your free online account activated
- You will get notifications for 'Latest News' on Tapestry as well as regular updates on your child's learning experience with us

- If you have any questions, news or concerns you can contact the nursery using any of the following options:
 - Tapestry (creating your own 'observation' is easy to do),
 - via the Facebook page – search for and add Kat Acorns Rose (profile picture is the nursery logo)
 - email: littleacornschildcare@beaconchurchuk.org, or
 - telephone: 01284 756588 / 07584 563696

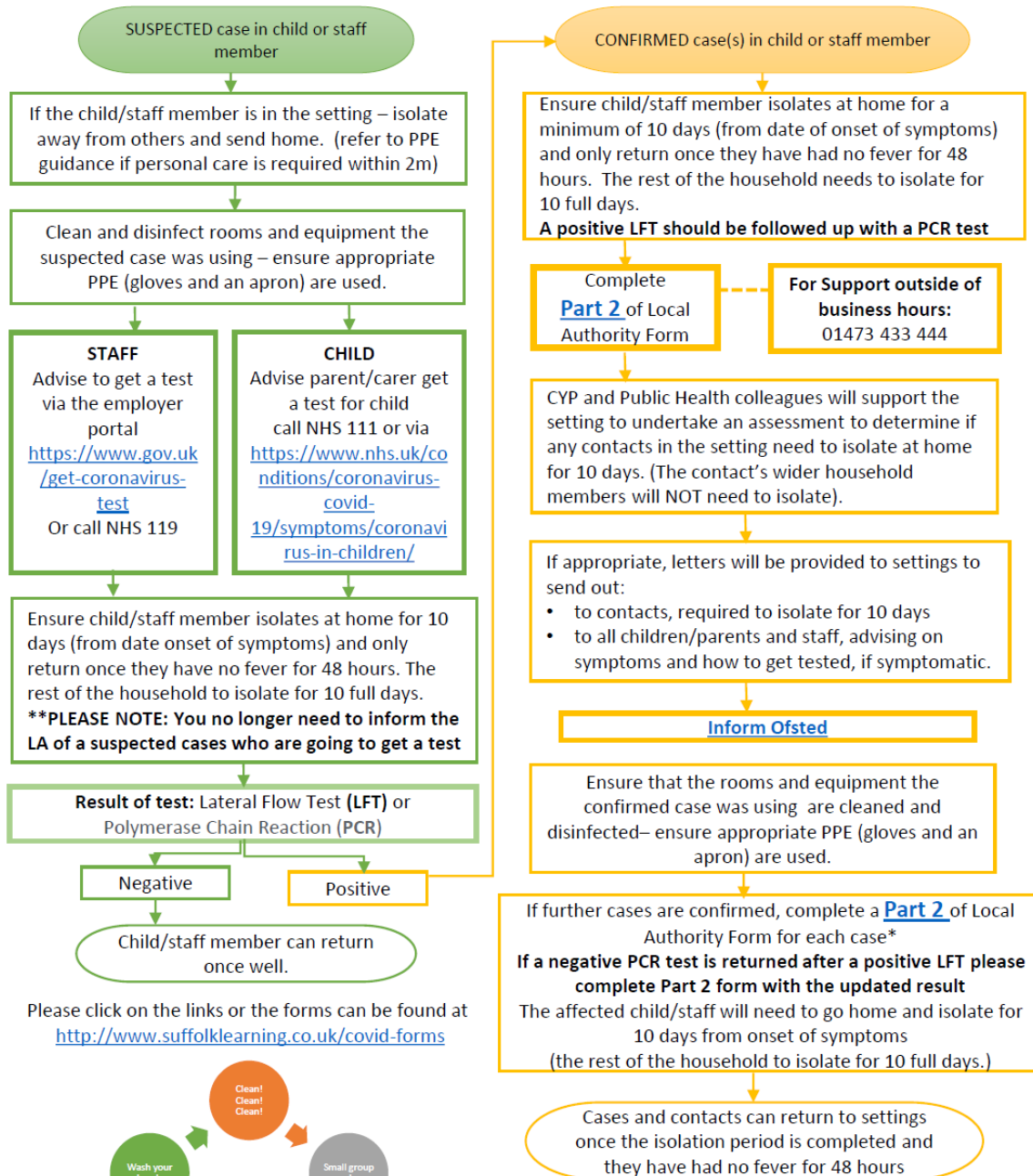
This policy was adopted July 2020

Review date: Ongoing

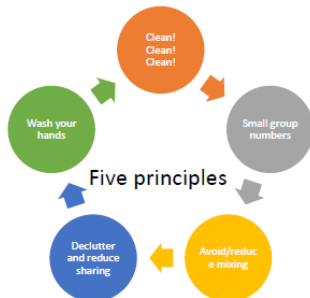
- Amended – 2nd September 2020 – amended flowchart
- Amended – 21st September 2020 – to include the following (page 2) *'Before entering the building every child, staff member or visitor must have their temperature taken. Anyone with a temperature of 37.8 or above will be refused entry with no exceptions. The government flowchart (included in this policy) must be followed for anyone with a raised temperature.'*
- Amended – 16th October 2020 –
 - the nursery is one bubble – if there is a case or enforced isolation then all children and staff will be required to isolate until a negative test result is provided or the current isolation period has passed.
 - amended nappy changing provision – toddler room change nappies using the privacy of the den. Masks will not be worn during nappy changes unless absolutely necessary.
- Amended 31st October 2020 – ruling on wearing masks
 - Masks must be worn once entering the car park
 - Parents/carers must wear a mask when dropping off or collecting their child
 - Staff must wear masks during any handover of children or when dealing with parents, carers or visitors
 - Masks must be worn when moving around the building
 - Masks can be removed once seated in an office providing social distancing can be maintained
 - Visitors should be kept to a minimum and must wear masks unless they are seated in an office where social distancing can be maintained
 - Nursery staff can remove masks whilst in the playroom and in the side garden
 - This amendment applies to all nursery staff, students and volunteers, parents, carers, church users and visitors
- Amended January 2021 –
 - Due to the number of children in setting at present, we have combined both rooms with all staff and children being in the same bubble.
 - Amended flowchart
- Amended March 2021 –
 - Lateral Flow Testing Procedure added to the policy

Action to be taken by all Early Years settings (14 Jan 2021 – V10)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in settings, as well as other infectious diseases.
GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in education and childcare settings.
The list of main COVID-19 symptoms can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>



Please click on the links or the forms can be found at <http://www.suffolklearning.co.uk/covid-forms>



Local Authority Contact during business hours:
Early Years Settings – 0345 60 800 33
EYC19@suffolk.gov.uk
For emergency out of hours contact – 01473 433 444