**Capel Pre-School Pandemic Policy.**

**(In response to COVID-19 outbreak).**

Capel Pre-School intends to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

# Aim of Policy

This Policy defines and assists the operating arrangements in place, including First Aid procedures, within the Pre-School that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

# Method

As early years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure reasonable social distancing are enabled and that good hygiene practices are implemented as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states that the protective measures put in place for children, parents and staff reduce the risk of transmission. We will continue to follow all our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

* Minimising contact with individuals who are unwell
* Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
* Ensuring cleanliness of the environment (especially frequently touched surfaces)
* Minimising general contact and mixing
* The use of Protective and Personal Equipment (PPE)
* Testing

**Focus/ Areas of Consideration / Recommendations**

# Children

## Attendance

* Only children who are symptom free or have completed the required isolation period should attend the setting.
* Where an individual presents with one of the symptoms they should self-isolate and receive a test. We have been made aware by KCC that there are cases where children or staff present with one or more symptoms for a short period of time, such as one day, and then wish to return to school without testing or self-isolation when they no longer have these symptoms; often after having discussed their symptoms with a health professional such as a GP who concludes they are likely to have an illness other than Covid-19. KCC has sought advice on this matter and it remains that anybody presenting with one of the three symptoms must isolate for 10 days and only return prior to that if they have received a negative test result and feel well. It is important that schools and settings consistently follow the procedures set out in their policies and risk assessments and that those policies are based on current guidance, which has not changed on this matter. A telephone consultation with a health professional that reports Covid-19 is unlikely, is not a reason for the school or setting to deviate from the policy where an individual has had one of the three Covid-19 symptoms.
* Extremely vulnerable children should continue under government advice (to shield).
* Smaller amounts of children in the whole setting may be advised or preferable. As we usually run to capacity most days this could be achieved by, but not limited to:
	+ A temporary cap on the amount of children in the setting at anyone time.
	+ Only initially allowing critical worker, vulnerable and children transitioning to Pre-School to attend
	+ Working together with parents to be flexible with their children’s sessions, eg, allowing a child to spend a whole day with us rather that two separate morning sessions, for example
	+ Grouping children to certain days, such as in groups of children moving to Pre-School, where it could help with transitions.
	+ Prioritising children such as those who are vulnerable, those with special educational needs, those from critical worker households where both parents work (or work full time)

## Wellbeing and education

* Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
* Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.
* EYFS framework will continue to be delivered through play and adult led activities.

# Workforce

## Attendance

* Staff should only attend Pre-School if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
* Consideration should be given to limiting the number of staff in the Pre-School at any one time to only those required to care for the expected occupancy levels on any given day
* Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.

## Social distancing/ grouping /safety

* Staff will complete a risk assessment before opening to address any risks from the virus and ensure appropriate safe measures are in place to control risks.

Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the Pre-School policies and procedures.

* Emergency revisions to the EYFS may have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
* Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care which includes wearing disposable gloves and an apron.

If a member of staff is caring for a child who has developed symptoms of covid 19 throughout the day they will be required to wear a face mask whilst they look after the child who is isolated from the group waiting to be collected. This is because a 2 metre distance is not able to be kept from a child displaying symptoms.

* The staff member who was caring for the unwell child should continue to wear PPE and clean the affected area with anti-bacterial or bleach spray.
* All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
* The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
* Staff members should avoid physical contact with each other including handshakes, hugs etc.
* Staff to wear fresh, clean clothes for each session. If uniform isn’t able to be laundered in time for the next session they are in, the staff member should speak to their manager and fresh suitable clothes should be worn instead.

## Training

* Where possible, meetings and training sessions should be conducted through virtual conferencing.
* All staff members must receive appropriate instruction and training in infection control and the standard operating procedures and risk assessments within which they will be operating.
* Online training may be available to allow their training levels to be maintained if appropriate.

# Parents

# *social distancing*

* Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
* We will advise and ensure that parents follow the social distancing guidelines and ensure that queues are avoided for families waiting to enter Pre-School.
* Parents will be called forward to drop off or collect their child
* Parents/carers to wear masks at pick up and drop off times
* When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area sticking to government social distancing policies.

## Communications

* Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
* Parents should inform Pre-School of their circumstances and if they plan to keep their child away, this helps Pre-School to conform to our safeguarding policy.

# Visitors

* Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the Pre-School unless essential (e.g.

essential building maintenance or inspections).

* Where essential visits are required these should be made outside of the usual Pre-School operational hours where possible.
* As far as possible parents and carers should not enter the premises unless there is an emergency.

# Travel

* Wherever possible staff and parents should travel to Pre-School alone, using their own transport or if possible walk.
* If public transport is necessary, current guidance on the use of public transport must be followed.
* Parents should, when possible, avoid visiting any shops on the way to Pre-School
* Parents are advised that they cannot leave any travel accessories including buggies, car seats, scooters in the setting premises or grounds.

# Hygiene and Health & Safety

# *Hand Washing*

* All children, staff and necessary visitors must sanitise their hands upon arrival at Pre-School.
* Hand sanitizer will be available for all children and staff to use regularly
* Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
* Bodily fluid spills should follow the correct procedures as normal.

## Cleaning

* An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children’s toys and equipment and all staff are responsible in their area of work.
* Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
* A deep clean may be needed after a child has become ill in the area they were waiting.

Waste disposal

* All waste must be disposed of in a hygienic and safe manner following government guidelines.
* Tissues etc that have been used by a child or staff member with suspected Covid 19 must be disposed of following the government guidelines
* Tissues must be immediately disposed of and placed in a bin with a bag, lid and foot pedal.

Bodily fluids must be double bagged and disposed of in a bin with a bag, lid and foot pedal.

* Tissue bins will be emptied regularly throughout the day

## Risk assessment

* The setting will be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
* It is expected that this would include, but not be limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials (playdough, clay) and the suspension of the sharing of food and utensils.
* Limit the resources that we have out available for the children including any toys which have intricate pieces that would be hard to clean.
* Remove anything which cannot be easily wiped down or cleaned at the end of the day.

*PPE*

* Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
* PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
* If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and apron if a 2-meter distance cannot be maintained at all times. PPE should be disposed of following government guidelines
* Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening.
* Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

## Resources

* Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic. Any belongings that are brought in from home should remain in the child’s box.
* All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
* Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly in between use

The Pre-School should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies. (Anti-bacterial sprays, Gloves, hand sanitizer, hand soap, paper towels).

* The Pre-School will not be able to operate without essential supplies required for ensuring infection control.
* When stocks of PPE are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other Pre-School washing.

## Responding to a suspected case

* In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
* Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
* The staff member responsible for the child during this time should be a staff member from their group. The provider will provide suitable PPE for the staff member caring for the child such as a face mask, visor disposable gloves and apron.
* The area should be thoroughly cleaned immediately if the area cannot be left unvisited.
* The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
* In the event of a staff member developing suspected coronavirus symptoms whilst working at the Pre-School, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.
* All children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than necessary, if the test proves to be negative. A positive test will ensure rapid action can be taken to protect other children and staff at Capel Pre-School
* We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of the test result. Parents can access a test for under 5’s by contacting 111.

 • We will notify Ofsted as soon as possible to inform them of any positive cases.

# Monitoring of this policy

*This policy will be reviewed annually by the setting managers/Committee. New government legislation and policies will be incorporated appropriately as and when required or informed.*

Policy adopted Autumn 2021

Date to be reviewed: Will be reviewed bi-annually or earlier if necessary

Signed on behalf of management committee

Alison Smith

Name of signatory ALISON SMITH

Role of signatory (e.g. chair) Administrator This policy will be reviewed in Autumn 2023

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