

Corona virus (Covid-19) Policy

Updated December 2021.

DfE coronavirus helpline Telephone 0800 046 8687

This policy covers Public Health England (PHE) guidance updates relating to Corona virus (covid-19) and Covid related outbreaks such as Omicron, and states the procedures the pre-school will follow to minimise the risk of transmission of infection to the children and staff, and the plan of action to deal with a potential outbreak of Corona Virus in the setting.

In setting out this policy we have followed guidelines as stated by Public Health England, Gov.Uk, Department for Education (DfE), and have regard to guidance from Bucks Early Years and Ofsted.

Aim of Policy.

To minimize the risk of transmission of infection to the children and staff. To outlay a plan of action to deal with a potential outbreak of the virus in the setting.

Admissions.

We currently accommodate up to 28 children per session. This may be subject to change if Corona Virus guidelines advise a reduced number should be implemented. Consideration of priority will be given to children of keyworker families (NHS, School teachers etc.); children with special educational needs; a child in need (level 3 threshold) or under child protection; a looked after child; children with English as an additional language; children with 2 year funding or EYPP and children we consider may be vulnerable.

Child Protection.

The pre-school will continue to follow all aspects of our child protection policy including requirements relating to child protection arrangements. We will pay regard to the pressures- financially, physically and mentally, that the restrictions of lockdown and the Corona virus can bring to the children and families

- We record child absences and will contact parents if no reason for prolonged absence is received.
- If a lockdown is in place, the keyworker/Manager will maintain contact with each parent to ensure families are being supported and offer external services as needed.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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Confidentiality.

We will ensure that contagious or suspected contagious children, parents and staff are treated respectfully and, when necessary, notice of the infection must be shared we will maintain confidentiality to all parties involved.

Food and Drink.

The preschool will continue to follow all aspects of the food and drink policy including regard and updates to potential allergies.

Corona amendments to policy:

- Handwashing/sanitising before **and after** eating snack or lunch.
- Consideration will be given to seating children at the tables to allow for space to minimise the risk of infection.
- Food/utensils must not be shared at any time to minimise risk of infection and potential allergic reaction to shared foodstuffs.
- Tables must be thoroughly cleaned before children sit and after leaving to minimise risk of infection.
- Staff must wear gloves while on lunch/snack duty and encourage children to open lunchboxes, packages etc. independently to avoid the risk of cross contamination.

Health & Safety.

Corona amendments (Dec 2021) to existing policy:

- Only children/ staff that are symptom free should attend the setting. Main symptoms: high temperature, a new, continuous cough, a loss or change to sense of smell or taste.
- All children & /staff will wash/sanitise their hands on arrival.
- Parents will be encouraged to limit the number of settings their child attends.
- Children will be supported in age appropriate ways to keep themselves safe by regular handwashing, coughing into an elbow and using a tissue “Catch it, kill it, bin it”
- All children & staff will wash hands/sanitise before departing the pre-school at the end of session.
- Health advice continues to be that children aged under 11 years old should not wear face coverings. The UK Health and Security Agency does not recommend face coverings for children under the age of 3 years for health and safety reasons.
- Staff may wear face coverings in highly congested areas or corridors. Face coverings do not need to be worn when outdoors.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040671/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf

If there is a suspected/positive case of Covid-19 in the setting.

If a child/staff member is taken ill at pre-school with covid symptoms. The ill child will be isolated while waiting for collection with a staff member who will wear appropriate PPE while attending. Once the child is collected the area/resources used will be thoroughly disinfected, and the staff member will wash and sanitise in accordance with guidelines. The ill child will be asked to stay home to isolate for 10 days from the onset of symptoms and follow advice regarding PCR tests. Parents can phone 111 for advice if child is unwell.

To minimise infection at pre-school regarding a positive covid case reported.

Did the child attend preschool during the infectious period i.e. 2 days before symptom onset?

If no-no further action.

If yes-Child/staff member must isolate for 10 days from onset of symptoms. If fully vaccinated or under 18years 6 months, a lateral flow test can be taken after day 6 of isolation and repeated 24 hours later. If 2 negatives are recorded and there are no symptoms, isolation may end.

Close contacts of the infected will be advised via the government track and trace system following a PCR positive result.

If more than 2 confirmed cases:

Follow procedures above and reinforce infection prevention control measures e.g. Good handwashing routine, good ventilation of indoor spaces, regular cleaning of frequently touched areas.

Pre-school will report and seek advice if following occur:

- If there are 5 or more confirmed cases reported within a 10 day period.
- If 10% or more of the group/staff who have mixed closely are confirmed as positive in a 10 day period.
- There are admissions to hospital for covid-19.

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Staff shortage due to Track & Trace isolation warning or family member is isolating with suspected covid symptoms.

If a staff member has to isolate for 10 days either from a covid positive test result; while waiting for a PCR test following contact with an infected family member *(see exceptions below), or by the track and trace system advice, the children are still able to attend preschool. This may lead to staffing issues which will affect the number of children we can legally take in a session.

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In exceptional circumstances we may have to consider:

1. Reducing the number of children in each session, so that every child has either a morning or an afternoon every day.
2. Reducing the number of session's children can attend each week.
3. Prioritising children based on whether the parents are classed as critical workers e.g. NHS, carers, teachers and individual children's needs.
4. **As a last resort**, close for a short time subject to multiple staff returning from isolation.

***If a household member of staff/ pre-school child is confirmed as positive.**

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a lateral flow test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

First Aid.

- A staff member with a current first aid training must be on duty at all times.
- Staff attending an injury will ensure PPE is worn-minimum gloves. Appropriate PPE and isolation from group must be in place in the case of a suspected infected child with an injury.
- Bodily fluid spills should be cleaned following the correct procedures as normal. If a child is suspected to be infected, disposal of their fluids and soiled tissues and used PPE should be disposed of in accordance with the corona virus guidance.
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Visitors.

- Attendance inside the setting should be restricted to children attending and staff on duty as far as practically possible. Visitors will be permitted inside to view or to provide essential maintenance and will be asked to wear a face covering and sanitise on arrival.

Pick-up and drop off routine.

- We will advise and encourage parents to follow the social distancing guidelines while waiting to drop off children through the main door.

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- A staff member will be ready to greet each family at the foyer, direct the children through and the parent will then exit down the slope away from the waiting parents. A second staff member will be inside the door to remind the children to wash hands before starting to play.
- Parents will be encouraged to follow social distancing guidelines on collection of their children from the side gate entrance. Staff will bring each child individually for collection by a parent or known representative.
- A staff member will sign each child in and out of the register, recording the time and person who collected.
- If required, a parent can be directed into the outer side area or garden to settle a child if they are distressed at drop off.
- During a child's first few visits a parent can be invited inside, wearing a face covering and after sanitising, or into the garden, to help with settling.
- Visits can also be arranged outside of pre-school operational hours if deemed necessary.

Cleaning.

- An appropriate cleaning schedule has been implemented that includes regular cleaning of areas and equipment with a focus on frequently touched surfaces, bathrooms and communal areas.
- A deep clean will be carried out after a child has become ill in the area they were waiting.
- All contaminated waste must be disposed of in a safe manner following current government guidelines.
- Nappy changing mats must be cleaned and sanitised after every use and replaced at first evidence of wear and tear.
- Aprons are available to help cover clothing and reduce potential for splashes, spills and contamination.
- It is very unlikely that COVID-19 is transmitted through food. However, as a matter of [good hygiene practice](#), anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.
- Crockery and eating utensils should not be shared.

Toy and play equipment.

- All activities should be risk assessed and due consideration given to any adaptations to the usual practice. We will give special consideration to learning materials which are not easily washable or may pose heightened risk. (E.g. malleable materials; cooking activity) and either adapt or withdraw the activity to ensure cross contamination remains minimal.
- Children are not permitted to bring in items from home unless absolutely essential to their wellbeing.
- We continue to follow the EYFS framework through play and adult led activities.

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Staffing.

- Staff should only attend preschool if they are symptom free or have completed the required isolation period and have recorded a negative test result.
- All staff will use a lateral flow test twice a week (Sundays and Wednesdays) to confirm they are negative
- Government guidance is that PPE is not required for general use in early year's settings. However full PPE is available to use if staff request, and must be worn while attending to a child suspected case of covid.
- When necessary and if infection risk is high, staff meetings and training will be conducted through virtual conferencing.

Shared Hall.

The pre-school is a shared communal space and full consideration and a risk assessment has been conducted by the Village Hall Committee prior to reopening the hall to multi users. Full details are attached with this policy.

- A cleaning routine will be carried out by each hall user before they vacate the premises. A cleaning notice board is available and each group will mark when the areas were cleaned and by whom.
- The Village hall has its own cleaner, to clean between each hall use, in addition to the hall users cleaning regime to ensure cross contamination is kept to a minimal.
- We will keep a record of the name and contact telephone number or email of all those who attend the preschool and will be able to provide these records to NHS Track and Trace if required. (People are not obliged to provide details)
- We will advise the Village Hall committee if there is a confirmed case of Corona Virus at the pre-school either from staff, child or visitor. **Inform the Trustees as soon as possible by contacting Kate Lewis on 07795 077140 or 07968 042589.**

This policy was agreed and adopted at a Committee Meeting held on	
Signed	For and on behalf of the Marlow Bottom Pre-school CIO

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