



**POLICIES AND PROCEDURES FOR REOPENING CROFT EARLY YEARS
to staff (1/9/2020) and children (7/9/2020)
following the Coronavirus (Covid-19) Outbreak: reviewed 4-1-2021**

SYSTEM OF CONTROLS

Rationale: The system of controls provides a set of principles for effectively minimising risks. All elements of the system of controls are essential. All settings must cover them all, but the way different settings implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said 'must'. Where there is a legal requirement we have made that clear.

[Actions for early years and childcare providers during the coronavirus \(Covid-19\) outbreak \(www.Gov.UK\) \(– 30 Dec. 2020\)](https://www.gov.uk/government/news/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak)

Procedure

This is the set of actions early years settings must take. They are grouped into prevention and response to any infection.

Prevention

- 1) [Minimise contact with individuals who are unwell by ensuring that those who have coronavirus \(COVID19\) symptoms or who have someone in their household who does or have been advised by NHS test and trace to self-isolate, do not attend settings](#)
- 2) [Where recommended, the use of face coverings](#)
- 3) [Clean hands thoroughly and more often than usual](#)
- 4) [Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach](#)
- 5) [Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents](#)
- 6) [Minimise contact between groups of children where possible](#)
- 7) [Where necessary, wear appropriate personal protective equipment \(PPE\)](#)
- 8) [Keep occupied spaces well ventilated](#)

Numbers 1, 3, 4, 5 and 8 must be in place in all settings all the time.

Numbers 2 and 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 7 applies in all specific circumstances.

Response to any infection

- 9) [Engage with the NHS Test and Trace process](#)
- 10) [Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus \(COVID-19\) amongst the setting community](#)
- 11) [Contain any outbreak by following local health protection team advice](#)

Numbers 9 to 11 must be followed in every case where they are relevant.

This policy was adopted by Croft Early Years on 1 September 2020.

(to be reviewed in line with any updates in Local and Government and Guidance)

Signatories Penny Harland (Manager)
 Becky Blakey (Chair of Trustees)



SETTING MANAGEMENT

SOCIAL DISTANCING

Rationale: Social distancing measures are steps we are taking to reduce social interaction between people to help reduce the transmission of coronavirus (COVID-19).

During drop-off and collection

Procedure:

- External to the school/Preschool site, people should remain a 2 metre safe distance from others. 2m distance markers are visible in the walkways leading into the site with clear one-way systems in place.
- Only one person should bring the child to Preschool and we would encourage walking.
- On arrival at the entrance gate, both child and parent must use the hand sanitiser provided before pressing the button to gain entry for their child into Preschool.
- Only registered children and staff are allowed on the premises; parents are not permitted to enter the Preschool building unless absolutely necessary.
- Parents are to contact Preschool, by 8.30am via email, or by 9am via phone, if their child is to be absent that day.

Travelling To/From School/Preschool

Procedure:

- Parents should take into consideration all current Government guidance, including guidance linked to public transport when transporting your child to and from school.
- Bikes/scooters should be taken home and not left on the school site.
- Parents should be prepared for any adverse weather conditions; Preschool will be unable to open 'early' if it is raining due to the need to adhere to the staggered and pre-booked drop-off/pick-up times.
- It is extremely important that everyone on the school site observes social distancing measures; this is particularly important when children are dropped-off/picked-up from Preschool.
- For the safety of all children, parents and staff, parents have been advised to arrive promptly to avoid unnecessary queues, and not to congregate around the Preschool site.



Other Areas in the Preschool

Procedure:

Office - 1 member of staff at any one time.

Staff toilet - 1 member of staff at any one time; staff to anti-bacterial wipe surfaces touched each visit.

Child toilet - 1 child at any one time (other toilet to be kept free for emergencies/isolation purposes); staff to anti-bacterial wipe surfaces touched regularly.

Under 2s / home corner / role-play area - 3 children at any one time.

Sensory area - maximum 3 children; children will be moved to this area after 3.30pm to reduce cross-contamination during end of session cleaning.

All learning and development areas – staff shall endeavour to minimise the sharing of resources, or if not possible, ensure regular cleaning/wiping of resources.

Walking around the setting

Procedure:

The main entry door to Preschool should be propped open at all times, if possible, to facilitate ventilation of the setting (windows will also be kept open for this reason). The internal doors, i.e. to the children's toilets and to the office, should be propped open at all times. All perimeter gates are kept locked at all times for security reasons.

This policy was adopted by Croft Early Years on 1 September 2020.

(to be reviewed in line with any updates in Local and Government and Guidance)

Signatories Penny Harland (Manager)
 Becky Blakey (Chair of Trustees)



GOOD HYGIENE PRACTICE

Rationale: Good hygiene practice are steps we are taking to help reduce the transmission of coronavirus (COVID-19) within our setting. N.B. the hand sanitiser provided contains a minimum of 70% alcohol.

On Arrival at the Setting

Procedure:

- Children will use hand sanitiser at the entry gate and again at the setting front door once they have stowed their water bottles, lunch bags and coats.
- Children will adopt the 'Catch it, kill it, bin it' procedure for infection control and will use hand sanitiser after each procedure.

Snack Times & Lunch Times

Procedure:

- Children will use hand sanitiser before going to the toilet before snack/lunch times (to minimise contamination of the toilet door blind).
- Children will be encouraged to use the toilet, then use anti-bacterial soap and water to wash their hands, before consuming food.
- After finishing their snack/lunch, children will wash their hands again as above.
- Staff will ensure that tables and chairs are wiped down before and after every use, and ensure that chairs are spaced out sufficiently.

The following procedures must also be followed:

- Babies' and toddlers' hands will be washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables should never be overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

Other Times e.g. after Outdoor Play

Procedure:

- Children will use the outdoor sink to wash their hands after outdoor play and/or hand sanitiser on entry to the building after removing their wellies.

This policy was adopted by Croft Early Years on 1 September 2020.

(to be reviewed in line with any updates in Local and Government and Guidance)

Signatories Penny Harland (Manager)
 Becky Blakey (Chair of Trustees)

SUSPECTED CASE OF CORONAVIRUS (Covid-19)

Procedures for Suspected Coronavirus

- **If anyone displays symptoms, such as a high temperature, a new, continuous cough or a loss or change in sense of smell or taste, they must self-isolate immediately for 10 days.**
- **Their household must isolate for at least 10 days**
[NHS Guidance - When to self-isolate and what to do.](#)
- **You MUST NOT come on to site if you/your child have any symptoms of Covid-19.**

Staff :

- If staff suspect that they may be unwell with coronavirus symptoms, they must notify the Manager or Senior Leadership Team.
- They will engage with Test and Trace.
- They must not attend the setting until they either receive a negative test result or they have isolated for 10 days after a positive test result.
- If the adult has received a positive test result, any children or adults who have been in contact with them will need to self-isolate for a minimum of 10 days.

Children:

- If a member of staff suspects a child is displaying symptoms of the virus, they will take the child to the Isolation Area (Wooden Playhouse outside) and don PPE equipment and assess the child.
- If the child is deemed to be unwell, parents will be notified and the child will need to be collected as soon as possible and encouraged to engage with Test and Trace and have a test.
- If a positive test result is given, Preschool will liaise with the local Health Protection Team and follow all guidance; this could result in the rest of the group, including adults, who have been in contact with the child, to isolate for a minimum of 10 days.
- If the result is negative, the child may return back to Preschool. If the parents do not wish for the child to have a test, the child and the wider family must self-isolate for at least 10 days days.
- Following this incident, the Isolation Area will be out of action (sign to be placed on the door) and then will be deep cleaned.

Parents:

- Parents need to ensure that correct contact details are with the Preschool office.
- They must notify the Preschool if their child/children starts to display symptoms whilst in their care.
- If a member of their group tests positive for the virus. they will follow the government guidance and keep their child home for 10 days, if required.
- If notified by Preschool that their child has developed symptoms during the Preschool day, they will make arrangements for their child to be collected as soon as



possible and engage with Test and Trace. (See information above under the staff section for further actions to take following this).

This policy was adopted by Croft Early Years on 1 September 2020.

(to be reviewed in line with any updates in Local and Government and Guidance)

Signatories *Penny Harland* (Manager)

Becky Blakey (Chair of Trustees)



POLICIES AND PROCEDURES REVIEW FOR REOPENING CROFT EARLY YEARS during the Coronavirus (Covid-19) Pandemic

The principles of the existing Policies and Procedures remain.

However, the following key changes have been inserted prior to reopening during the current pandemic:

Safeguarding children, young people and vulnerable adults

All staff remain alert to any signs that, during the current COVID-19 outbreak, a child in their care may be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Supervision of children on outings and visits

The Department for Education guidance states that: *‘Settings should maximise use of private outdoor space, while keeping small groups of children and staff away from other groups.*

“Childminders and early years providers may take small groups of children to outdoor public spaces, for example parks, provided that a risk assessment demonstrates that they can stay 2m away from other people at all times.

“This should be restricted to small groups and should be done in line with wider government guidelines on the number of people who can meet in outdoor public places. Providers should not take larger groups of children to public outdoor spaces at one time.”

Promoting Positive Behaviour

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child’s behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child’s parents/carers and the principles of this procedure are adhered to.

Managing children who are sick, infectious, or with allergies

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss or taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child immediately and engage with Test and Trace.
2. Child’s parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-isolation even if no symptoms are present.
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the trustees and retain a confidential record.

4. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean
5. If a notifiable disease is confirmed, staff must inform the Manager immediately and Ofsted must be informed. Cases of confirmed Coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The Manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

Food and drink

The following procedures must be followed:

- Babies and toddlers' hands are washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

Sleep policy

Babies/toddlers will be allocated individual pushchairs for naps and sleep times. Existing cots have been dismantled to prevent contamination and cross-contamination, to free-up internal floor space and to facilitate enhanced cleaning procedures. Pushchairs will be wiped clean after each use.

Staffing

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager.

Student placement – Suspended

Fire safety and emergency evacuation

In the event of an emergency evacuation, and/or in the event of the fire alarm sounding, fire wardens should ensure that all propped doors are closed. The playground will continue to be used as an evacuation point, however, the adjacent field may also be used as an evacuation point to maintain safe social distancing if there is insufficient space on the playground, in fine weather.

The role of the key person and settling-in

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.



Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

The aforementioned key changes to the existing Policies and Procedures were adopted by Croft Early Years on 1 September 2020.

(to be reviewed in line with any updates in Local and Government and Guidance)

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Becky Blakey (Chair of Trustees)