



Safeguarding and welfare Requirements: Health

3.44. The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill

3.64. Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks

Covid 19 – Post lockdown, Return to School Policy & Procedure

UPDATED: for Autumn term, September 2020

Policy statement

Further to the Prime Minister's announcement on 10th May 2020, requesting the re-establishment of Early Years education from 1st June 2020, this policy and procedure have been written based on the information available to us currently and updated for the new academic year in September 2020.

At Wye Under Fives we strongly believe the health and safety of every child and staff member is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers on a daily basis. As a childcare setting, we need to prevent the spread of Covid 19 and reduce the risk of infection which may be either by

- direct transmission (eg in close contact with those sneezing or coughing), or
- indirect transmission (via touching contaminated surfaces).

It is understood that children within the EYFS age range are not able to socially distance due to their age – so increased hygiene and cleaning procedures need to be in place to minimise the potential spread of covid-19. We also need to manage access of adults into our setting to minimise the potential of adult to adult transmission.

We fully respect that we may have to temporarily close the setting if the local infection rate triggers the government to put our area into a localised lockdown. Should that happen, then we will follow government guidance. At all times, how we practice as a setting and the requests we make to parents are based on the following procedures, which in turn are planned to minimise the risk of transferring the Covid 19 virus between children, staff and parents.

Procedures

Managing Direct Transmission risk:

Children in Setting:

In light of the restrictions on 'bubbles' being removed at the end of July 2020, the full register of children at the setting has now become our new 'bubble'. Children can only attend the setting if they are symptom free or have completed the required isolation period. Children (and staff) will wash their hands on arrival to the setting and also frequently through the day.

Staff in Setting

Staff will only attend the setting if they are symptom free or have completed the required isolation period or have a negative test result confirmed.

Adults in setting

All other adults will be requested to remain outside of the setting. Children will be collected and returned to their parents/carers at the designated entrance in line with the procedures for drop off/collection at either end of the preschool day. Only under emergency circumstances will adults other than the staff due on site be allowed in the building – and they will be requested to remain in the reception area.

Drop off & Collection of children

Children due in to the setting can be dropped off between 8.45am and 9am

Children due to be collected from the setting can be collected between 3pm and 3.15pm

From September 2020, we will be using the garden door for collections/drop off and we request our families respect the following guidance:

- only parents who are symptom free or have completed the required isolation periods are to drop/collect their children
- only one parent/carer per child/family should drop off or collect their child and stagger the timings where possible.
- when parents are waiting to drop/collect their child, please queue outside the garden gate entrance and maintain a 2m distance from the next person at all times
- parents will not be permitted to enter the setting to minimise contact between the parent, other children and staff members.

Managing Indirect Transmission risk:

An enhanced cleaning schedules will be implemented that includes furniture, surfaces, equipment and resources. Communal areas, high-touch points and hand washing facilities will be cleaned and sanitised regularly. Floors will be sanitised at the end of every session. Outside toys will be sanitised before and after use. In accordance with KCC guidelines, no sand, playdough or other malleable materials will be offered for the children to use. If a case of Covid-19 is confirmed, the setting will be deep cleaned.

Soft furnishings and soft toys will on the whole be removed, with the exception of soft toys being used on a one-to-one allocation and washed at the end of every session if the reason for the use is emotional wellbeing. No objects from home, such as toys, books, fancy dress items, are to be allowed into the setting unless it's for wellbeing purposes and agreed in advance. If agreed, then the item will be appropriately cleaned on arrival to the setting. Please ensure all lunch boxes are of suitable form that can be wiped down with a sanitising cloth on receipt / arrival of the child.

Adoption of the Example Guidance for Early Years Group Settings

Wye Under Fives believe it is the best interests of the children, staff and families of the setting to adopt the Site Operating Procedure as issued for guidance by the Kent Early Years & Childcare Service (received 21/5/2020). Our policy and procedures as stated above all fall within the guidance and for good order's sake, please find the document in Appendix A. The guidelines are based on Public Health England and Department for Education guidance for educational settings and their key persons. The fundamental principle of the guidance is to ensure physical distancing and implement good hygiene practices.

Please see Appendix B for guidance on actions to be taken if a case of Covid-19 is suspected or confirmed.

Appendix A: Kent Early Years & Childcare Service; Covid-19 Site Operating Procedures; example guidance for Early years Group Settings.

Appendix B Information from 'Return to School Guidance, First Phase' Kent May, 2020 regarding procedures around cases of Covid-19.

Further guidance

- Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (27th July 2020)
- COVID-19 contain framework: a guide for local decision-makers
- Covid-19 (Covid 19): Implementing protective measures in education & childcare settings
- Kent EY & Childcare Services Covid -19 Site Operating Procedures (Kelsi)
- Transitions in the Early Years during Covid 19 (Kelsi)
- Return to school guidance, First Phase. Kent May 2020
- Covid-19: Cleaning of non-healthcare settings
- Help children aged 2-4 to learn at home during coronavirus (Covid 19)
- Hungrylittleminds.campaign.gov.uk

This policy was adopted by	Wye Under Fives Pre-School
Date	September 2020
Date to be reviewed	January 2021
Signed on behalf of the provider	
Name of signatory	Stephanie Harrison
Reviewed by Committee	

APPENDIX A: Covid-19 Site Operating Procedures; Example Guidance for Early Years Group Settings

(file:///C:/Users/manag/Desktop/wye%20under%205%60s/policy/Child%20protection/AppendixA~COVID-19%20Site%20Operating%20Procedures%20-%20Group%20Settings.pdf)

APPENDIX B: Information from 'Return to School Guidance, First Phase. Kent May 2020.

(file: https://www.kelsi.org.uk/_data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf)

Cleaning following a suspected case of Coronavirus

Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people. Cleaners should wear disposable or washing-up gloves and aprons for cleaning.

Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing. Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grabrails in corridors and stairwells and door handles.

If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor. Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.

If a person becomes unwell, especially with COVID-19 symptoms

If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:

- Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching. Below are the contact details for the Kent health protection team: In hours: 0344 225 3861 (option 0 then option 1) Out of hours: 0844 967 0085 Email: KPU-Kent@phe.gov.uk
- The person must be supported until they can be collected and taken home. They should not be left unattended.
- A room must be set aside for use as an isolation room. Ideally, the room should be equipped with a sink, towel and hand soap. There should either a bed or a chair.
- A chair for a member of staff needs to be 2 metres away, to maintain social distancing as the person cannot be left alone.
- A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.
- A toilet needs to be allocated nearby, for the sole use of the unwell person and must not be used by anyone else until it has been thoroughly cleaned.
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.
- Other members of staff should ensure that no other personnel are on the route of the person as they exit the building. After the sufferer has been collected:
- If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England. If your contractor is unable to do a full clean, contact client.services@kent.gov.uk for support.
- If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.
- During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degs wash, with detergent.
- Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers
- The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place.

Staff member becomes ill:

If a member of staff develops symptoms of COVID-19 either at home or in the workplace they will be required to self-isolate for 7 days. Often staff do not want to tell their employer they are unwell or try and work through it.

Therefore, to minimise the risk of spreading COVID-19 in the workplace remind staff of the need to advise the school if they start to feel unwell in the workplace. The school and its employees should follow the guidelines from Public Health England with regards to self-isolation. This will include those members of staff who sign up and use the track and trace app, which may be introduced following the trial in the Isle of Wight and are told they had been in contact with someone who has symptoms

NHS Guidance: OH/Public Health Guidance V 1.0 18/05/2020 Page 42 of 138 <https://www.nhs.uk/conditions/COVID-19-COVID-19/> Government Guidance: <https://www.gov.uk/COVID-19> Public Health England: <https://www.gov.uk/government/organisations/public-health-england>

If a member of Staff's family (living with them) develops COVID-19 symptoms

If a member of staff lives with someone who develops symptoms of COVID-19 they will be required to self-isolate for 14 days. To minimise the risk of spreading COVID-19 in the workplace remind staff of the need to advise the school if any member of their family starts to feel unwell with COVID-19 symptoms. The school and its employees should follow the guidelines from Public Health England with regards to self-isolation. NHS Guidance: <https://www.nhs.uk/conditions/COVID-19-COVID-19/> Government Guidance: <https://www.gov.uk/COVID-19> Public Health England: <https://www.gov.uk/government/organisations/public-health-england>

Coronavirus testing

The government has agreed to test essential workers and members of their household who are showing symptoms of coronavirus. Booking for the test is done via an online system where employees will be able to book a test directly for themselves or their household. Employers can also register and refer self-isolating staff. Email details to obtain a login to the employer referral portal: portalservicedesk@dhsc.gov.uk Employees showing symptoms can either visit a drive through centre or arrange for the test to be posted to their home. The Government issued guidance (link below) on how employees and their households can be tested. Getting tested guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

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