

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Health

The provider must promote the good health of children attending the setting.

Bright Kids Day Nursery

COVID- 19 Site Operating Procedures

Policy statement

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents, staff and volunteers aware of keeping them well and safe under COVID-19 disease.
- We aim to identify those who are unwell or showing signs and symptoms of the disease by taking the following precautions.

Procedures:

Children:

- Children who attend our nursery will be closely monitored by taking regular temperatures and recording it to see if they are symptoms free.
- Those who have shown signs of the symptoms will only be allowed to attend the nursery if they have completed the required isolation period.
- We may take temperatures of children on arrival and risk assessing with regular health questionnaires for returning children who may have had the symptoms of the disease.

Grouping and social distancing:

Social distancing in childcare setting is not required however we will follow these guidelines.

- We will try and avoid mixing of the groups and keep children in their rooms throughout the day.
- If the groups do join it will only be for limited period only.
- Nappy changes for babies will be done in their own changing room. Toddlers will take a small number of children to the changing area at a time. Pre- school room will try and avoid the toddlers while being changed where possible so limit the mixing of the groups.
- We will restrict the internal communal space.
- Sleeping mats will be kept 1 meter apart during sleeps where possible.
- Only one room will be allowed to use the outdoor play area and in between the toys will be either replaced or washed.

Wellbeing and education:

Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue and disposing of it in a safe manner.

- Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and Staff will ensure they talk to children and support them.

Parents:

- Under the new guidelines set by Early Years Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child from the nursery.
- Where the Parents have been confirmed with COVID-19 we will notify other Parents in the setting and RIDDOR and Early Years team for guidance.
- We may require evidence from Parents that they have had COVID-19 test from NHS and that the test have come back negative before allowing Parents to come to the setting. This is just a pre cautionary measures.

Social distancing:

- We will try and aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.
- Parents will be allowed to drop off and pick up the children at the nursery entrance and avoid entering the nursery. If they need to enter the nursery, they must wear a face covering and gloves and keep physical distancing with other children, staff and Parents. There will be marked social distancing in the foyer.
- We will only allow Parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. We will minimise contact between the parent and other children and staff members.

Communication:

- We will keep communication with Parents through feedback by phone call, emails or when they collect the children from the nursery.
- Parents will be encouraged to call the nursery for feedback where possible so to strict the contact with the Key workers.
- Although, the EYFS profile has been suspended due to COVID-19. We, will continue to post observations and photos on our learning journal 'Tapestry' where possible.
- There will be no 2 years old progress checks or tracking of Children.
- Parents meeting will be restricted and most concerns will be conducted via emails or phone calls.

Travel:

Travel associated with setting operations:

- Wherever possible staff and parents should travel to the nursery alone, using their own transport.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents will leave buggies, car seats in the shed outside. They will need to phone the nursery and staff member will open the back gate to allow Parents to enter the garden and leave using the same gate without entering the nursery.
- We will restrict outings for children.

Employees:

Attendance

- Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.
- We may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff.

We will stagger the intake of children and have staff according to the number of children attending the nursery.

Physical distancing:

- Wherever possible staff will remain with their group of children, and limit the contact with other staff in groups.
- Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Social distancing must be maintained during breaks. We will try and use a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Trainings will be done online.

Training:

- All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.

Visitors:

Visits

- Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance).

Show arounds will be booked and Parents will be required to wear masks and gloves before entering the nursery. We may just show the nursery from a communal area rather than going into the rooms.

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Hygiene and Health & Safety:

Hand Washing

- All children and staff will wash their hands upon arrival at the nursery.
- Children and staff members will be encouraged to wash their hands frequently using soap.

Cleaning :

- An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment.
- Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly through out the day and the cleaner will be responsible in cleaning the nursery thoroughly in the evening.

Waste disposal

- All waste will be disposed of in a hygienic and safe manner.
- Tissues will be immediately disposed of.

Laundry:

- We tend to wash our bedsheets, towels and flannels daily. We will limit the number face flannels used in the nursery and Parents will be required to bring face wipes for the children.
- Items such as towels, flannels and bedding are never shared by children.

Risk assessment:

- All activity will be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials.

We have developed an enhanced Risk Assessment for COVID-19.

PPE :

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE such as gloves and aprons will be worn as normal for nappy changing and the administration of first aid and serving of food.

Premises:

Building

- 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 will be conducted prior to reopening including legionnaires checks.
- We will keep windows open where possible to ensure ventilation

Resources

- Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival. Parents must bring a small

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container with the child's name for dummies. No toys will be allowed from home. Buggies, car seats and scooters will be stored in the outside shed.

- All resources required for play and learning experiences of children will continue to be regularly washed and/or sterilised.
- Equipment used by staff such as stationary, tablets etc. will be cleaned regularly.

Supplies:

- We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies for ensuring infection control.
- A monitoring system for PPE will be in place to ensure that a supply of stock is available to at all times. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
- In the case the supply of food is interrupted, we will review our menu and continue to follow food and hygiene processes.

Responding to suspected cases:

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, Parents will be called to collect their child as soon as possible and isolate at home in line with the NHS guidance.
- Whilst waiting for the child to be collected they will be isolated from others, in a staff room and a window be opened for ventilation
- The staff member responsible for the child during this time should be a staff member from their group and must wear PPE.
- The area will be thoroughly cleaned and disinfected and if possible, will not be used immediately for 72 hours.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance. We may require them to have NHS COVID-19 Test before returning to work.

This policy was adopted at a meeting of

Bright Kids Day

Nursery

Held on

11/05/2020

(date)

Date to be reviewed

11/12/2020

(date)

Signed on behalf of the provider

Bel Oomerjee

Name of signatory

Role of signatory (e.g. chair, director or owner)

Bel Oomerjee

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