Frimley Green Pre-school Covid-19 Policy

Infection prevention and control

Keeping children and staff safe is our utmost priority. This policy sets out the public health advice that early years settings must follow to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that settings should follow if anyone develops coronavirus (COVID-19) symptoms while attending. This guidance has been developed with advice from Public Health England (PHE).

The public health advice in this guidance makes up a PHE-endorsed ‘system of controls’, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced for children and staff.

Risk assessment

As a setting we will comply with health and safety law, which requires us to assess risks and put in place proportionate control measures.

*See Risk Assessment*

Supporting people who may be at increased risk from coronavirus (COVID-19).

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19. If people with possible risk factors are concerned, we will discuss their concerns and explain the measures the setting is putting in place to reduce risks.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

We have a legal obligation to protect our employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to children and staff and help us to meet our legal duties to protect employees and others from harm.

‘System of controls’: protective measures

We will:

* ensure that all staff understand the ‘system of controls’ and how they are applied in Pre-school. Time will be given for staff to review the actions in the ‘system of controls’ and ask questions
* ensure that parents and carers are aware of the ‘system of controls’, how this impacts them and their responsibilities in supporting it

‘System of controls’

Actions we must take are:

Prevention:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Pre-school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

5) minimise contact between groups where possible

6) where necessary, wear appropriate personal protective equipment (PPE)

*Numbers 1 to 4 must be in place in all settings, all the time.*

*Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.*

*Number 6 applies in all specific circumstances.*

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community

9) contain any outbreak by following local health protection team advice

10) notify Ofsted

*Numbers 7 to 10 must be followed in every case where they are relevant.*

‘System of controls’: prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Pre-school

Ensuring that children, staff and other adults do not come into Pre-school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). We must follow this process and ensure all staff are aware of it.

If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.

If a child becomes unwell **in** Pre-school, whilst we wait for advice from NHS 111 or an ambulance to arrive, we will find somewhere safe for the unwell child to sit which is at least 2 metres away from other people. If possible, in a room or area where they can be isolated behind a shut door. If it is possible to open a window, we will do so for ventilation. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

The child will be encouraged to avoid touching people, surfaces and objects and will be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, the tissue will be placed in a bag or pocket for disposing in a bin later. If no tissues are available, they will cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they will use the disabled toilet. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings outside the home guidance.

We will try to ensure that children and young people learn to tell a member of staff if they feel unwell, using visual aids if necessary.

As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

*Note re: Temperature taking: PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).*

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.

We will ensure that children clean their hands regularly, including:

* when they arrive at the setting – with adult support
* when they finish playing in the garden
* before and after eating both snack and lunch

Regular and thorough hand cleaning is needed for the foreseeable future.

Points to consider and implement:

We will ensure we have enough hand washing or hand sanitiser ‘stations’ available so that all children and staff can clean their hands regularly

We will supervise the use of hand sanitiser, given risks around ingestion. Small children and those with complex needs will be helped to clean their hands properly. Skin friendly skin cleaning wipes will be used as an alternative

These routines will be built into the Pre-school culture, and we will ensure younger children and those with complex needs understand the need to follow them

3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so settings must ensure they have enough tissues and bins available in the setting to support children and staff to implement this routine. As with hand cleaning, settings must ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates.

PHE does not (based on current evidence) recommend the use of face coverings in schools. The evidence will be kept under review. PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children’s development.

Face coverings are required at all times on public transport (for children over the age of 11), or when attending a hospital as a visitor or outpatient.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

In order to facilitate cleaning, we will remove unnecessary items from Pre-school. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. We are unable to wash daily any soft furnishings, for example pillows, bean bags and rugs so these will be removed.

Points to consider and implement:

* In line with the risk assessment and timetabling of the day, we will put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
* Frequently touched surfaces being cleaned more often than normal
* Ensuring that there are clear procedures for maintaining cleaning processes for food preparation areas, eating areas and table coverings

Toilets will be cleaned regularly and children will be encouraged to clean their hands thoroughly after using the toilet

*PHE has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.*

5. Minimise contact between individuals where possible

Early years settings are no longer required to arrange children and staff in small, consistent groups so we can return to normal group sizes.

Returning to normal group sizes is based on the fact that the overall risk to children from coronavirus (COVID-19) is low. It also recognises that early years settings are typically smaller than schools. Adopting the ‘system of controls’ set out here in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.

**Parents and carers will be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.** This should also be the same for staff. Each child who attends more than one setting will have an individual risk assessment completed in conversation with the other setting.

6. Where necessary, staff will wear appropriate personal protective equipment (PPE)

We will not require PPE beyond what we normally need for our work. PPE is only needed in a very small number of cases, including:

* where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained
* where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

*Read the guidance on Safe working in education, childcare and children’s social care for more information about preventing and controlling infection, how PPE should be used, what type of PPE to use, and how to source it.*

7. Engage with the NHS Test and Trace process

We will ensure that we understand the NHS Test and Trace process and how to contact their local PHE health protection team. Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

* book a test if they are displaying symptoms. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.
* Staff and children must not come into the setting if they have symptoms and will be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.

We will ask parents, carers and staff to inform us immediately of the results of the test:

* if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
* if someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Managing confirmed cases of COVID-19 in the setting

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

The local health protection team will work with us to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The local health protection team will work with us in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
* proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
* travelling in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of:

* children and staff in each day via the register
* close contact that takes places between children and staff

A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection. They should get a test, and:

* if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
* if the test result is positive, they should inform Pre-school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

9. Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole setting.

10. Notify Ofsted

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.

Visitors and non-staff members such as speech and language therapists or parents and carers.

Wherever possible, settings are encouraged to avoid visitors entering their premises.

Where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child’s EHC plan, we will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they will closely follow the protective measures in the setting, and the number of attendances will be kept to a minimum. Where possible to do so, social distancing will be maintained.

We will consider how to manage other visitors to the site, such as contractors, and ensure site guidance on social distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of setting hours, a record should be kept of all visitors where this is practical.

We will not be using any external providers, which are not directly required for children’s health and wellbeing, during this time.

Parents and carers will not be allowed into the setting unless this is essential, and children will be dropped off and collected at the door if possible.

We will be considering providing virtual tours for prospective parents and carers wishing to visit the setting for September admissions.

We will work with Community Centre Manager to minimise the risk of spreading Covid-19 when the Community Centre opens to other users, this will include:

* We will contact other users to confirm their Covid-19 policy and procedures for cleaning.
* Other hall users will be issued with a cleaning pack and details by the Community Centre.
* We will endeavour to keep other hall users out of the kitchen when we are using it, it will be thoroughly cleaned between user

Children who are unable to attend the setting**:**

From 20 July, normal group sizes resumed so all children should be able to attend as normal, with the exception of those children who may still have to shield.

We will continue to support the learning of children who do not attend the setting including maintaining contact with their key person and peers through the early years setting using Facebook, emails and Zoom. Parents and carers will be supported to provide a positive learning environment at home, resources will be sent out to any children still not able to attend the setting.

Caring for children’s mental health and wellbeing?

Staying at home for a prolonged period and the change of routine may have caused difficulties for some children, such as changes in behaviour or mood.

As more children return to the setting we will be working closely with them to support their mental health, pastoral and wider wellbeing. Children may need support with bereavement, and need support to transition into the setting after a long period of absence.

Parents will be directed to: [Guidance for parents and carers on supporting children and young people’s mental health and wellbeing during the coronavirus pandemic](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak) as a starting point. Staff will signpost parents to other support that may be necessary such as appropriate local services such as mental health, domestic abuse or substance abuse services. Staff will be directed to available training as necessary to support them in this.

Some of the ways we aim to support our children are:

* Identify their specific Covid-19 Lockdown experience so we can identify specific needs.
* Focus on Personal, social and emotional development for the first half term and ongoing.
* Have available a variety of story books relating to managing feelings/managing bereavement etc
* Using a variety of tools to assess children’s wellbeing such as Leuven Scales for wellbeing, Octopus Charts, Blob Tree. Etc
* Being available for children so they can talk to us when they are ready about any worries/concerns.

Children with SEND

Children with identified SEND will supported in the normal way.

Particular care will be taken in supporting children with SEND to return to the setting. Re-adjustment to the routines in a setting may prove more challenging for some children with SEND than others, and consideration and planning will be given as to how to support children to settle back into their setting, such as use of visual timetables, visual/pictorial reminders of routines such as hand washing.

We are aware that there may be children with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19), and that there may also be children who have fallen further behind their peers as a result of time out of childcare settings, or missed diagnosis as a result of a period of absence. We will work to identify and support these children quickly and make any referrals in a timely manner.

We will ensure we have the staffing needed to support children with SEND at safe ratios. We continue to have a designated SENCO, and a Deputy SENCO who has responsibility for the oversight of special educational needs provision for children with SEND.

Implementing the EYFS.

The [EYFS statutory framework](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old.

Amended legislation has allowed for the temporary disapplying and modifying of a number of requirements within the EYFS, giving settings flexibility to respond to changes in workforce availability and potential fluctuations in demand while ensuring children are kept safe. These temporary changes came into force on 24 April 2020.

Full details of the amendments can be found in the guidance on the [EYFS: coronavirus disapplications guidance](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2), which also includes details about how the temporary arrangements will be brought to an end on 25th September 2020.

An overview of implementing the EYFS is:

Settings should prioritise helping young children to adapt to their new routines and supporting children to settle back into the setting, especially where there have been staffing changes. Continuing to support their early language and communication skills is essential. Children who have had limited opportunities for exercise should be encouraged to exert themselves physically. Consider how stories, singing and games can be used to help children to socialise and resettle into familiar everyday routines. Plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues. Consider how to encourage children to learn and practise these habits through games, songs and repetition.

The validity of Paediatric First Aid certificates can be extended until November 25th 2020.

Regarding staff ratios:

‘Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.’

Ofsted

For Ofsted registered early years provision, it is intended that routine inspections will restart from January 2021 - by which time the EYFS is expected to be reinstated fully - with the exact timing of routine inspections being kept under review.

Ofsted will continue to assess early years provision against the EYFS, which sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. This will include the steps providers have taken to ensure staff and children in their care are not exposed to risks and they must be able to demonstrate how risks are being managed.

Early Years Free Entitlement Funding

Funding will continue to be paid by the Government in the usual way. Any changes to this will be notified to parents as soon as possible.

Local Lockdown

Should a local lockdown be implemented in our area we will follow Government Guidelines and inform parents of any additional actions. In the event of a local lockdown it is highly likely that the setting will remain open.



The Supervisor and Deputy Supervisor will be responsible for keeping up-to-date with any changes to the guidance issued by the Government regarding Covid-19, updating policies and passing the information to parents, carers and staff.

This policy was reviewed and adopted on: 01/09/2020

Signed on behalf of the pre-school : DJHastings

Review date: Sept 2021 Signed………………………………………………………

Review date…………………………………………………………. Signed……………………………………………………….