



**Together, caring and learning**

## POLICIES FOR SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE

### Coronavirus Policy and Procedures

#### Aim

To provide a safe, secure and happy environment for children, staff and their families during the Coronavirus pandemic while minimising the risk of contracting the disease as much as possible. This document based on our updated risk assessment, covers all the measures put in place during this pandemic and updates other policies such as Health and Safety, Safeguarding, Positive behaviour.

#### General Procedures

All staff to read the guidance provided by the government and the local authority on operating during this time.

Manager to liaise with the committee and church trustees to take any decisions on closing and reopening following government guidance. As the church reopens, to liaise with trustees to ensure cleaning is appropriate for shared usage of building.

All staff to complete level 2 training in Infection control (educare)

Procedure to avoid contact with anyone with symptoms (see also section on advice to follow if a child or household member displays symptoms)

The first step in minimising the risk of transmitting COVID 19 is to avoid contact with anyone who has symptoms so parents are asked not to bring their child to Pre-school if anyone in their household has symptoms (a new persistent cough, a temperature above 37.8 or loss of taste or smell)

#### Cleaning procedures

All staff to help with the increased cleaning which is monitored and recorded daily (see separate cleaning schedule) This includes disinfecting / sanitising all tables, chairs, surfaces, door handles, light switches, computer keyboard daily.

All toys and equipment to be cleaned daily or quarantined for 72 hours (minimise equipment and rotate). Any item which is coughed, sneezed or spat on to be immediately quarantined and thoroughly cleaned.

Book selections to be rotated daily (not to be reused within 48 hours) or board books wiped with sanitizer.

Snack table to be sanitised after each child's snack.

No cushions, soft toys, dressing up clothes, soft furnishings and hard to clean toys to be used  
No sand or water play or play dough until further notice

## Hygiene procedures

The hygiene measures in our health and safety policy are now enhanced to include:

### 1. Hand washing

Staff and children to adhere to stricter hand hygiene guidelines

Hand washing for 20 seconds using soap and water with close supervision of children to take place on arrival and departure and

#### Before

Handling, preparing, serving or eating food

Giving medication to a child, or self

Using a 'keyboard'

#### After

Touching anything that may be contaminated, including soiled clothing

Contact with blood or bodily fluids

Using the toilet or helping a child on the toilet or potty

Changing nappies (even when gloves are worn)

During an outbreak of diarrhoea and / or vomiting in the setting

Blowing or wiping runny noses

Any cleaning procedure

Handling pets, pet cages or related items

Outdoor play activities

After removing single use or other protective gloves

Children taught/reminded of hand washing (song) and visual reminders in place

Paper towels used where possible or individual hand towels washed by staff members at 60

Hand sanitizer available for staff usage if it is not possible to wash hands but care must be taken due to fire hazard.

### 2. Respiratory hygiene

Staff and children to adhere to stricter respiratory guidelines:

Children encouraged to use a tissue or sleeve to cough or sneeze and bin all tissues immediately after use (catch it, bin it, kill it)

Everyone reminded not to touch their face with unwashed hands

## Minimising Contact

The government acknowledges that children in early years cannot practice social distancing but it is still important to reduce contact between people.

It is recommended that a child only attends one early years setting at the moment to help minimise contact and the potential spread of infection. Parents are asked to inform the pre-school if they plan for their child to go to a childminder or other early years setting as well as pre-school so we can assess the risks.

As guidance from July allows pre-schools to operate as one group there will no longer be 2 bubbles but stringent protective measures will continue. Half the children will use the back-hall fire exit and half the children will use the main entrance. Both groups will have as many outdoor activities as possible. Snack will be prepared and served by staff for the time being instead of by the children. Where possible, such as for group activities, snacks etc a degree of social distancing will be encouraged by each child having a mat to sit on and chairs spaced around tables. Where resources have to be shared, they will be frequently cleaned. The rooms will be kept as well ventilated as possible.

Drop off times and collection will be staggered and where possible children will be dropped off and collected at the door by one adult only. Children will wait with their parent/carer at a distance of 2 metres from other families and enter 1 at a time to wash their hands. We ask that parents/carers do not congregate around the entrances or in the car park.

In order to minimise items being shared between home and school we ask for communication such as settling information, accident reports, photos to be shared by email or phone call. Children should bring their pre-school bag at the beginning of the week with spare clothes, nappies etc and leave it until the end of the week (dirty clothing will be sent home daily in a plastic bag) If sun cream is needed it should be applied before arrival at preschool by the parent/carer. Each child should bring their own sun hat/warm clothes/rain wear as appropriate. Snack donations to be placed in box at entrance before hand washing.

### **Procedure if a child or staff member shows symptoms of Covid-19**

If a child becomes unwell at pre-school and shows symptoms of COVID-19 (a new, continuous cough and / or apparent temperature, loss of taste or smell), then the following procedure will be followed:

- The child will be accompanied to the isolation room downstairs without passing through the other room and made comfortable with easy to clean toys on a mat covered by a sheet; the windows will be opened for ventilation.
- Staff member will wear PPE (apron, gloves and mask) Gloves are a useful reminder to the member of staff not to touch their own face while in contact with the child. Hand cleansing should still be carried out as frequently as possible.
- A call will be made home. If the child is seriously ill, an ambulance will be called.
- The other staff member will take the other children outside or to another room so that the room can be disinfected. All those in the bubble, including staff members, will wash their hands.
- The child's temperature will be taken – symptoms of COVID-19 are a temperature of 37.8C or above.
- On arrival, the parent/carer should ring the bell and the child will be taken to the parent/carer via the side door

- Any room the child has been in will be cleaned in accordance with “COVID-19: cleaning of non-healthcare settings guidance” see below
- PPE (personal protective equipment) must be removed so as to minimise risk to colleagues: gloves should be removed first by turning them inside out in one single motion, followed by the apron then the mask, which should be removed by holding the tapes
- A staff member who has helped someone with symptoms does not need to go home unless they display symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- When the child has gone home, the room should be cleaned in accordance with Covid-19 cleaning of non-healthcare settings guidance by the staff member who isolated the child. The procedure is as follows :
  - Wear disposable gloves, apron and mask, use paper roll to clean surfaces with warm soapy water then disinfect using paper roll.
  - PPE and cloths should be double bagged, then stored securely for 72 hours before being put out in the rubbish.
  - The sheet should be carefully bagged and taken home for washing at 60 without shaking.
- A staff member displaying symptoms should go home immediately and arrange a test. If they are seriously ill an ambulance should be called. No one displaying symptoms should visit a GP, pharmacy or hospital.

**Parents and carers will be expected to follow the following advice if their child or a household member displays symptoms:**

- To keep their child at home for 10 days. If they have no temperature after this time they can return to pre-school, if they still have a temperature, then they cannot return until it returns to normal. Siblings will also be sent home with the understanding that members of the household should self-isolate for 14 days.
- Parents and carers should book a test through the online Coronavirus service.
- Parents and carers must inform the pre-school of the results as soon as known.
- While awaiting test results it is not necessary for the rest of the bubble to self isolate.
- Where a test is negative the child or staff member can return to pre-school and their fellow household members can end their self-isolation.
- Where a child or staff member tests positive, those who have had close contact with them should be sent home and advised to self-isolate for 14 days. The other household members of these children do not need to self-isolate unless their child displays symptoms.

## **Managing a confirmed case of Covid 19**

If a case of covid 19 is confirmed the manager will immediately contact the local health protection team and the local authority and OFSTED

Local Public Health Unit on 020 3837 7084

Ruth Newell ruth.newell@redbridge.gov.uk 020 8708 8923

The local health protection team will work with the pre-school 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.

Based on the advice from the health protection team, pre-school 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

Household members of those contacts 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

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

## **Who can attend Pre-school at this time?**

With the pausing of shielding from August 1st, all children should be able to attend pre-school unless they are self-isolating because they have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).

## **Maintaining wellbeing and settling children returning after lockdown**

Staff recognise that this is an unsettling time for children and will work with parents/carers to make the return as easy as possible e.g. gathering information by phone, email, zoom calls and facebook. Staff 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, staff take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and support is given as needed. Particular attention will be given to promoting PSED when planning activities.

All staff also remain alert to the any signs that a child is or is likely to be suffering from harm as a result of circumstances changed by the lockdown measures including great pressure on families leading to neglect or abuse of a child.

Guidance documents:

[Full opening of schools from the start of the autumn term](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Early Years Confirmed Case Process ( from Redbridge)

Policy updated Sept 1<sup>st</sup> 2020